

Corporate Strategy and Marketing Development



Digital Media Repository (DMR 3.1p2) User Manual

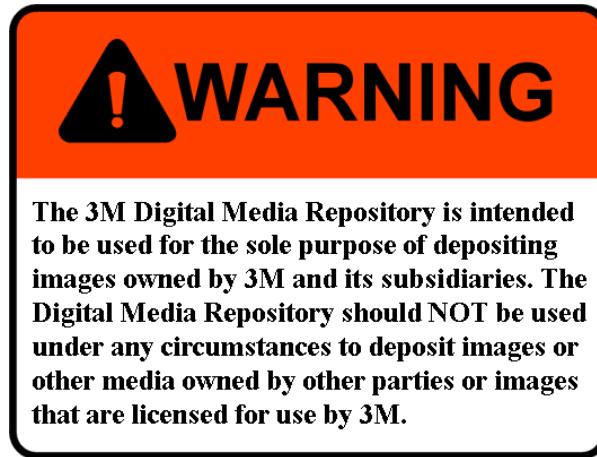


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Chapter 1: Implementing DMR

This manual contains user information on how to implement the Digital Media Repository 3.1p2.

The Digital Media Repository (DMR) is a secure, flexible, comprehensive and global database for managing important customer-focused graphical media. Typically, 3M business units have separate graphic libraries residing in several location worldwide, which are not available to all 3M communications, and do not have the functions and capabilities to support eBusiness strategies. When you place graphical and multimedia elements in the DMR, product information is readily available for 3M communicators, key customers, partners and the marketplace worldwide.

The DMR is part of the Digitization initiative that provides the digital graphical foundation to build eBusiness solutions.

DMR Structure

The DMR structure is a tree-like structure that looks similar to a Windows File Manager/Explorer tree-like structure of folders and files.

The folders in DMR called **job jackets**. Job jackets are arranged in a file folder fashion and contain elements (or files) grouped in a logical manner.

The grouping of elements within job jackets is similar to the grouping of files within hierarchical levels of file folders. Folders located within the job jackets that are directly located beneath the **All Jobs** job jacket are called **sub job jackets**.

Sub job jackets (based on related information) help you organize elements, so that you can browse, access, and manipulate elements more efficiently.

Carefully planned job jackets and sub job jackets allow users to view product information in a manner that is relevant to them. Mimicking the naming structure found in related Goods and Services Database (GSDB) hierarchies facilitates cross-referencing needs between GSDB and DMR.

DMR Roles and Responsibilities

The DMR digitization process starts with planning. You need a plan for image loading, which starts by identifying key players and their specific roles and responsibilities. The most successful DMR implementation projects start with a careful evaluation of which parts of the project each team member will undertake. To help you, use the following definitions:

This key player...	Is responsible to...
Business Unit Trustee	Develop and implement DMR strategies and tactics to meet eBusiness objectives. For example, a trustee may be the marketing manager or the marketing communications manager.
Business Unit Administrator	Manage and maintain DMR content. This select individual has the modifier access level. In addition, this person is responsible for requesting the addition or removal of team members and suppliers from a job via the www.mmm.com/dmr Web site. They may also request modification for catalogers, job jackets, user access and password resets within their business unit databases. It is recommended that two administrators be assigned for each business unit.

DMR User Access

You need to obtain a user ID, password and team access. Access levels vary in your planning; make sure to obtain the appropriate access level.

Submit request for DMR Access

To request your DMR access, login to DMR Web Interface at: <http://www3.3m.com/dmrweb/>. Click on “Obtain ID and Password”, fill in all require fields and click “Submit Request”. You will receive the DMR user notification via e-mail when process completed.

Obtaining the Appropriate Access Level

There are different access levels for DMR, depending on roles and responsibilities. Defining access levels allow business units to tailor which images, documents and graphics are available to different user groups. Each level provides different privileges:

Access level	Allows access to the DMR for..
Public	Items marked “Public” which you can browse, search open and download elements and create Web albums in DMR Web Interface.
Reader	Items marked “Team Only” within a specific job jacket structure, which you can browse, search and download in DMR desktop. You also can browse, search, open and download all items that have been marked “Public” and create Web album in DMR Web Interface.
Modifier	Items marked “Public”, “Team Only” or “Internal” within a specific job jacket structure. You may add contents, edit element metadata, purge, browse, search, open and download all elements so marked in DMR. You also can browse, search, open and download all items that have been marked “Public” and create Web album in DMR Web Interface.
Business Unit Administrator	All Modifier capabilities within specific job jacket structure. Responsible for assigning team members.

DMR Hardware and Software Requirements

Note: To obtain Reader and Modifier level access, you must be part of a DMR team. To obtain DMR team access, you need to contact the BU Administrator for the desired job jacket structure. A complete listing of BU Administrators can be found on the DMR Web site or through the Digitization Request database (see Appendix B).

Part of the planning process is to ensure that your workstation meets the minimum hardware and software requirements. Depending upon your access level, you may need to upgrade your workstation.

Hardware and software requirements summarized by Public or Modifier access (see Appendix C).

Obtaining Digital Assets

In this section, you will get an overview of the following topics related to obtaining digital images.

- Where to Look for Digital Assets
- How to Obtain New Digital Images
- Considerations before Obtaining Digital Asset Approval

Please note that DMR content should support global 3M eBusiness and communications strategies DMR content may include existing images, brochures, technical data sheets, video and so on. Alternatively, you may need to develop new or customized media. In addition, remember to follow 3M digital photography guidelines found under documentation at the <http://www.mmm.com/dmr/> Web site, and in Chapter 6 of this workbook.

Since DMR content is shared and distributed globally, it is important that 3M have usage rights to all content elements. If 3M usage rights are not documented, obtain such rights before uploading elements to the DMR. State any limitations to 3M rights in the Limitations field for each DMR element.

Where to Look for Digital Images

There are many sources for digital assets, both internal and external to 3M. Some places to start are:

- **Internal sources**, such as marketing communications personnel, support staff, professional services and digital centers of excellence.
- **External sources**, such as the photographers, graphic designers, advertising agencies, prepress color houses, printers and video production houses.

How to Obtain New Digital Images

If you need new product images for DMR uploading, shoot images digitally using 3M digital electronic photography standards. Then you can load images with less preparation into the DMR. See Digital Image File Standards - New Digital Photography in Chapter 6.

Considerations before Obtaining Digital Asset Approval

Your business unit may have their own approval process for digital assets. In addition, consider these questions:

- What value is it to the business to have the asset in the DMR?
- Does 3M own the asset under consideration? If not, research how to obtain rights to the images.
- Is it the highest quality available? If not, you may want to re-shoot the image digitally.
- Is there a global need for it and is it appropriate for global use?
- What is its reuse value?
- Will the asset be shared with all 3M?
- Do we need scanning of analog materials?
- Will this asset be linked with the GSDB or other databases?
- What assets are missing?

Literature File Preparation for DMR Storage

How do you ensure that the marketing literature you have is ready for loading to the DMR? There are steps to follow to ensure your literature is complete and usable for eBusiness.

DMR Training Requirements

The Corporate Marking DMR Team developed the DMR file preparation process. It is a systematic process for checking 3M marketing communication literature files for completeness before uploading to the DMR. The contracted DMR Service Bureau or other contracted key strategic suppliers must perform this process before loading files to the DMR.

This user manual gives you the tools to get started with DMR. As you become more proficient in its use, you may want to take the DMR Modifier training with Andy Kwong.

Andy Kwong contact information:

Phone: 651 733-0520

E-Mail address: akkwong2@mmm.com

Chapter 2: Navigating the DMR

Overview

- Process of starting the DMR 3.1p2 program and accessing the Digital Media Repository desktop client.
- For the first time login, server name must be entered.
- Name (login ID) and Password must also be entered.

Logging into the DMR

First, log into the DMR system. To log in to the DMR program, access the Digital Media Repository.

To start the DMR program, single-click or double-click the DMR icon that automatically added to your desktop when you downloaded the DMR software. The DMR login screen displays: Enter “dmr.mmm.com” for Server. Enter your DMR logon ID for Name. Enter your DMR Password. Click “OK” when done. A splash screen appears. Then the main window appears. When “ready” appears in the lower left corner, the login process is complete and you may begin.



Live Update feature

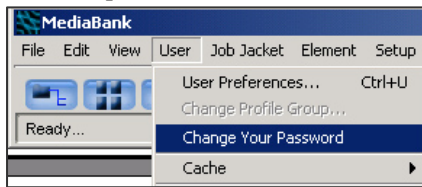
Version 3.1p2 has new live update functionality built in similar to how MDUI and GSDB update their client software. At startup, the client software will check to see if there are any updates for the software and when there are new feature(s) add these to the client automatically. This is the last uninstall and install you should have to do for the MediaBank software for the foreseeable future.

Password and Profiles

Changing Your Password

You allow changing your password at any time while in the client.

1. In the top menu, select **User > Change Your Password**.



2. The "Change Your Password" window will open. Enter your current password in the "Password" text field. Enter a new password in the "New Password" and "Confirm New Password" text fields. Click OK.

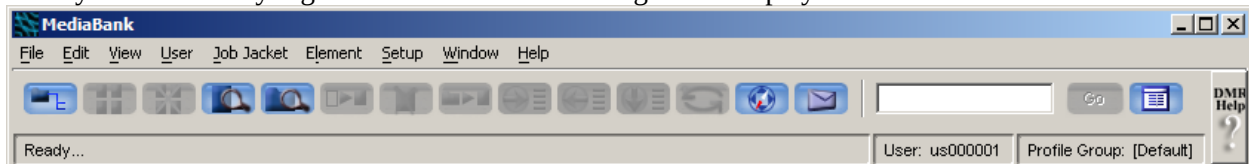


NOTE: If you forget your password or your account gets disabled, contact DMR administrator to have it reset. Below is the URL to submit for password reset:

<http://us-burlives.mmm.com/groups/cmpa/DMRreq.nsf/dmrNav?OpenNavigator>

Menus and Toolbars

After you successfully log into the client the following Menu displays:

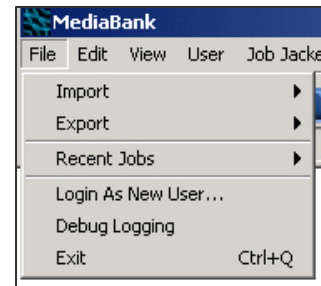


All MediaBank functions are arranged into a menu structure that groups together related features. The more commonly used functions can be accessed via buttons on the toolbar. The status bar gives you

feedback about what process the client is currently working on. This section provides brief descriptions of each menu option displayed in a table format and then later describes navigating through the client.

File Menu

The file menu is the first tap on the left of the main menu toolbar.

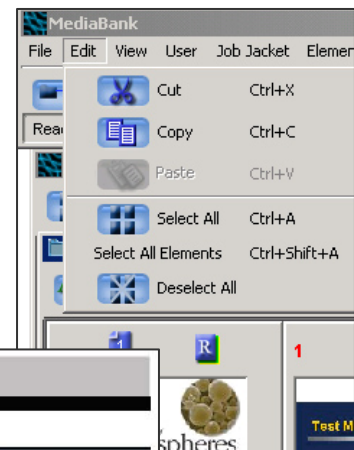


For each option on the File Menu, the following table shows the equivalent toolbar button and description of what it does.

FILE MENU	TOOL	DESCRIPTION
Import...Files...		Provides a method for importing files to a selected Job Jacket. This option is not enabled until a Job Jacket is selected.
Export...Files...		After selecting the assets that you want. This option lets you select a specific location on your local machine where the files will be exported to.
Export...To Desktop...		After selecting the assets that you want. This option exports the assets directly to your desktop.
Recent Jobs		Shows a list of recently opened Job Jackets. Select a Job in the list to open it.
Login As New User		Select this to login as a different user without having to re-launch the client.
Exit		Logout and quit the client.

Edit Menu

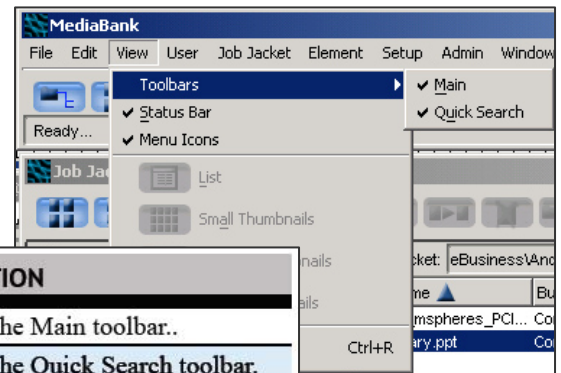
The Edit menu contains the standard Edit menu functions of Cut, Copy, Paste, Delete, and Select. The difference between MediaBank and other applications is these functions have no effect on text typed in the client, they only effects selected elements.



EDIT MENU	TOOL	DESCRIPTION
Cut		Cut selected assets from Job Jacket.
Copy.		Copy selected assets from Job Jacket or Search Results.
Paste		Paste assets to selected Job Jacket.
Select All		Select all assets and Job Jackets in the currently open Job Jacket or Search Results window.
Select All Elements.		Select all assets in the currently open Job Jacket or Search Results window. This was added so a user can quickly select all assets without having to select Job Jackets at the same time.
Deselect All		Unselect everything in the current Job Jacket or the Search Results window.

View Menu

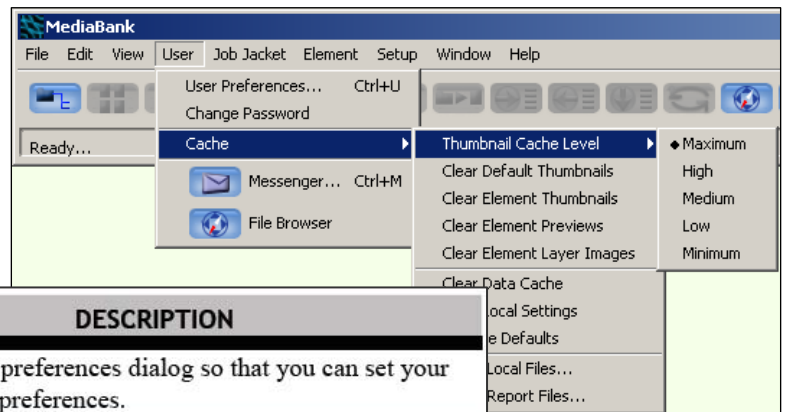
The view menu has options to change the GUI to display things a certain way. This includes hiding certain toolbars and choosing how you want to view the elements.



VIEW MENU	TOOL	DESCRIPTION
Toolbars...Main		This allows you to hide or show the Main toolbar..
Toolbars...Quick Search.		This allows you to hide or show the Quick Search toolbar.
Status Bar		This allows you to hide or show the Status bar.
Menu Icons		Allows you to turn the Icons that show up in the drop down menus on and off.
List		View assets in list (text) mode. Button also exists in Job Jacket and Search Results window toolbars./
Small Thumbnails		View assets as small thumbnails. Button also exists in Job Jacket and Search Results window toolbars.
Medium Thumbnails		View assets as medium thumbnails. Button also exists in Job Jacket and Search Results window toolbars.
Large Thumbnails		View assets as large thumbnails. Button also exists in Job Jacket and Search Results window toolbars.
Refresh		Refreshes the window currently being viewed. This includes the Job tree, Job Jacket, and Search Results windows.

User Menu

The user menu contains items that deal with various user functions.



USER MENU	TOOL	DESCRIPTION
User Preferences...		Opens the user preferences dialog so that you can set your personal client preferences.
Change Profile Group...		Opens the "Choose Profile Group" dialog. See. profiles.
Change Your Password		Opens the "Change Password" dialog. See passwords.
Purge Local Files...		Clears all non-checked out files out of the local MediaBank client working folder structure.
Messenger...		Launches the MediaBank messenger.
File Browser		Launches the MediaBank File Browser.

Job Jacket Menu

All the dropdown choices under the Job Jacket tab have to do with performing functions with job jackets. Those functions are not available to the general users are not described.

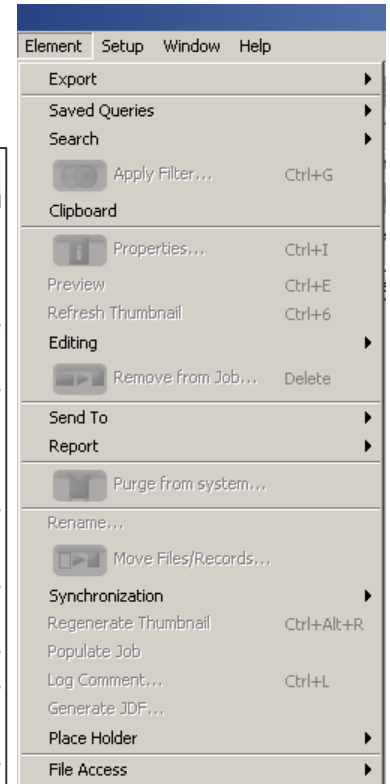
JOB JACKET MENU	TOOL	DESCRIPTION
Browse		This opens a Job Jacket Tree window. Multiple Job Jacket Tree windows can be opened.
Search...		Opens the Job Jacket Search window.
New...		Brings up the "New Job Jacket" dialog which allows you to create a new Job Jacket. This option is not enabled unless a parent Job Jacket is selected or the server icon for creating a root level Job Jacket.
Open		Opens the currently selected Job Jacket in a new window.
Rename...		Allows you to rename a Job Jacket. You can only rename jobs that contain no sub-jobs or elements.
Delete		If you are granted permission to delete jobs, this will delete a selected Job Jacket.
Report...Generate Job Report		Generate a report for the selected Job Jacket.
Report...Generate List View Report		Generate a list view report for the selected Job Jacket.
Properties		Brings up the Job Jacket Properties dialog where fields can be populated with data or viewed.
Security		View, or if you have permission, change the security of a Job Jacket and its sub-jobs.
Synchronization...Set Template		Set the selected Job Jacket as the meta-data template. See chapter 11 "Synchronizing"
Synchronization...Clear Template		Clear the currently set Job Jacket template. A Job Jacket does not have to be selected. See chapter 11 "Synchronizing"
Synchronization...Synchronize		Opens the synchronize Job Jackets Dialog. This allows you to synchronize metadata across selected Job Jackets. See chapter 11 "Synchronizing"
Refresh Job		Refreshes the currently selected Job Jacket.
Priority Catalog		If you have permission to catalog assets, this menu item is used to tell the MediaBank Server to scan the selected Job Jacket for files to catalog.
Project		This opens up your Project tree.
Add to Project		This adds a selected Job Jacket to your Project tree.
Remove from Project		Removes a selected Job Jacket from your Project tree.
Create Place Holder		Create a new place holder asset linked to selected job jacket. See chapter on place holders.

Job Jacket	Element	Setup	Window
	Browse	Ctrl+J	
	Search...	Ctrl+Shift+F	
	New...	Ctrl+N	
	Open		
	Rename...		
	Delete	Ctrl+Delete	
	Report		▶
	Properties...	Ctrl+Shift+I	
	Synchronization		▶
	Refresh Job		
	Priority Catalog		
	Project	Ctrl+Shift+J	
	Add to Project		
	Remove From Project		
	Create Place Holder		

Element Menu

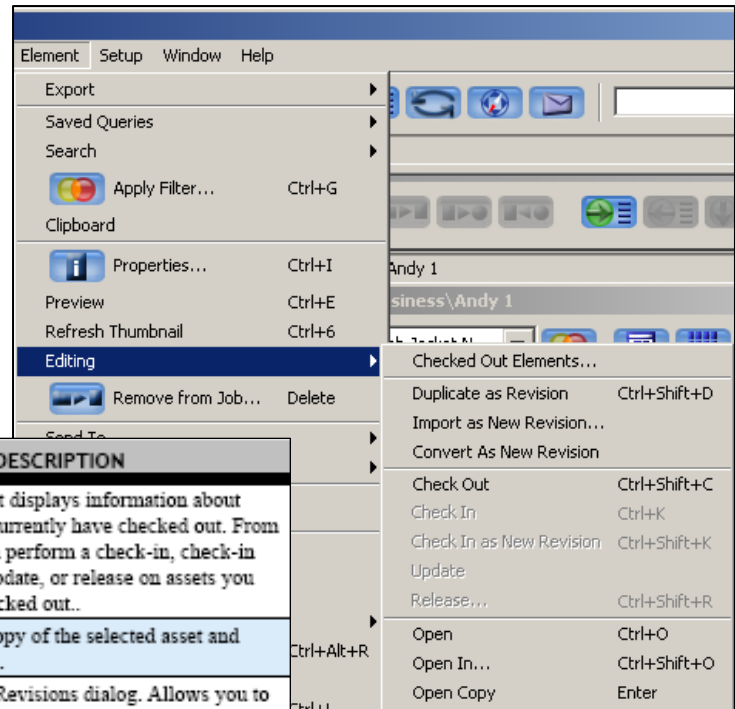
The Element tab deals with all the different things that can be done to assets stored in MediaBank.

ELEMENT MENU	TOOL	DESCRIPTION
Saved Queries		Search queries can be saved via the Element Search dialog. This menu allows you to quickly execute the saved queries. The queries will search the databases that you have selected in your user preferences.
Search...Database...		Opens the Element Search Window. Use this to build queries to search for assets.
Apply Filter		Opens the Element Filter window. This button is in the toolbar of every Job Jacket and Search Results window. It allows you to filter out certain assets in the current window.
Properties		Displays the Element Properties Window. This window can also be opened by double clicking on the asset.
Preview		If an asset contains a preview, selecting this menu item will display the preview.
Editing		See following section.
Remove from Job		This will remove the selected assets from a Job Jacket.
Duplicate as Revision		Creates an exact copy of the selected asset and makes it a revision.
Import as Revision...		Opens the Import Revisions dialog. Allows you to select a file on your local machine and import it as a revision to the currently selected asset.
Send To.....Quark		Sends the selected assets to Quark. Quark must be open.
Report..Thumbnail Report		Generates a contact sheet of all the assets currently selected.
Report...Details Report		Generates a very detailed report about the currently selected asset.
Purge from System...		Not likely you will have permission to do this. If you do have permission, this will open the Purge Dialog, which allows you to permanently delete the selected assets.
Security...		View or if you have permission change the permissions on the selected asset.
Rename...		Rename the selected asset.
Synchronize Records...		Allows you to insert data into the fields of all the selected assets.
Regenerate Thumbnail		Forces MediaBank to regenerate the thumbnail, preview, and lores for the selected asset(s).
Log Comment...		Opens the, Log Comment Dialog, so that you can add a comment to the selected asset(s) history. You can also enter in the time you spent at a certain stage.



Element > Editing Menu

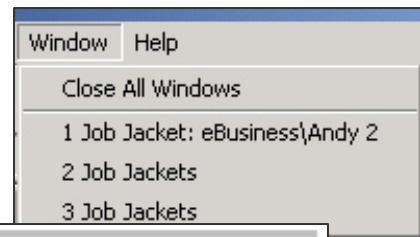
The **Element > Editing** menu is a sub-menu available under the main Element menu. If you place the mouse cursor over the “Editing” menu, it opens up another submenu. The “Editing” menu provides different editing functions you can perform on an asset. These options remain grayed out until you select an element(s).



EDITING MENU	TOOL	DESCRIPTION
Checked Out Elements...		Opens a dialog that displays information about which assets you currently have checked out. From this dialog you can perform a check-in, check-in as new revision, update, or release on assets you currently have checked out..
Duplicate As Revision		Creates an exact copy of the selected asset and makes it a revision.
Import As New Revision...		Opens the Import Revisions dialog. Allows you to select a file on your local machine and import it as a revision to the currently selected asset.
Convert As New Revision		Opens the Convert As New Revision dialog. Allows you to choose the conversion settings for the selected file. After hitting apply, MediaBank converts the selected file and links the newly created asset as a revision.
Check Out		Checks out the selected asset(s).
Check In		Checks in the selected asset(s). A notification dialog will be displayed asking if you are certain you want to perform the action.
Check In as New Revision		Check in the selected asset(s) as revisions of the original(s). A notification dialog will be displayed asking if you are certain you want to perform the action.
Update		Update the original asset(s) on the server, but leave the asset(s) checked out so that you can continue working. A notification dialog will be displayed asking if you are certain you want to perform the action.
Release		Release the asset(s) out of the checked out state. A notification dialog will be displayed asking if you are certain you want to perform the action.
Force Release...		Only available to users with the specific permission. Releases an asset checked out by another user.
Open		Checks Out and Opens the selected asset(s) with the Local Machines default application for that file type. For example, an EPS file might open in Photoshop.
Open In...		Checks Out an asset(s) and allows you to choose an application to open it with.
Open Copy		Opens a copy of the asset(s) in the Local Machine's default application for that file type without checking the asset out. For example, an EPS file might open in Photoshop. This does not check the asset out.

Window Menu

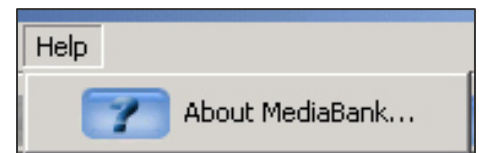
The window menu displays a listing of all currently open MediaBank windows. There is also a menu to close all open MediaBank windows. This menu allows you to quickly open a specific window without having to search for it on your desktop.



WINDOW MENU	TOOL	DESCRIPTION
Close All Windows		Closes all open MediaBank windows, except the toolbar.
A Window Name		Any MediaBank client window that is currently open will show up under the Window menu. Click on the window name to open it or bring it to the front of all other windows.

Help Menu

The Help Menu currently has one sub menu. This menu brings up a window that displays information about your MediaBank system. Future versions of MediaBank will have a help system that can be accessed via this menu.

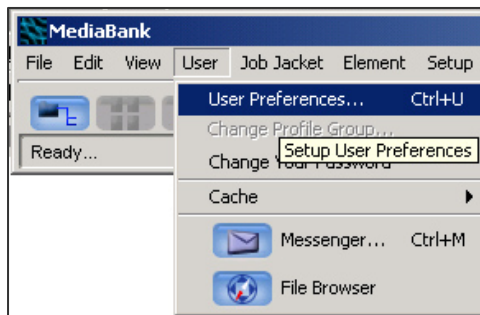


User Preferences

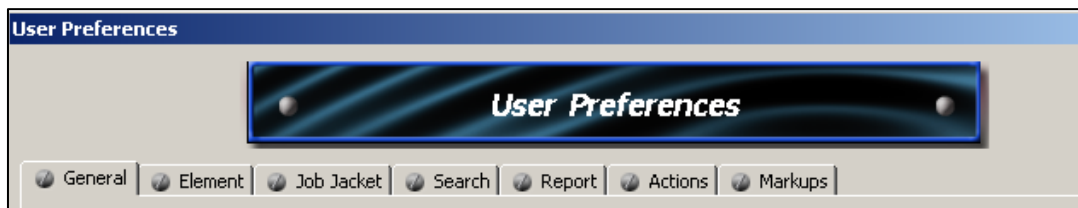
User Preferences Window

There are certain customizable preferences available to you as a user. Most of the preferences are saved in a database on the MediaBank server, which means you can move to different workstations and your preferences will be available to you at all times. You can change your user preferences anytime during a client session.

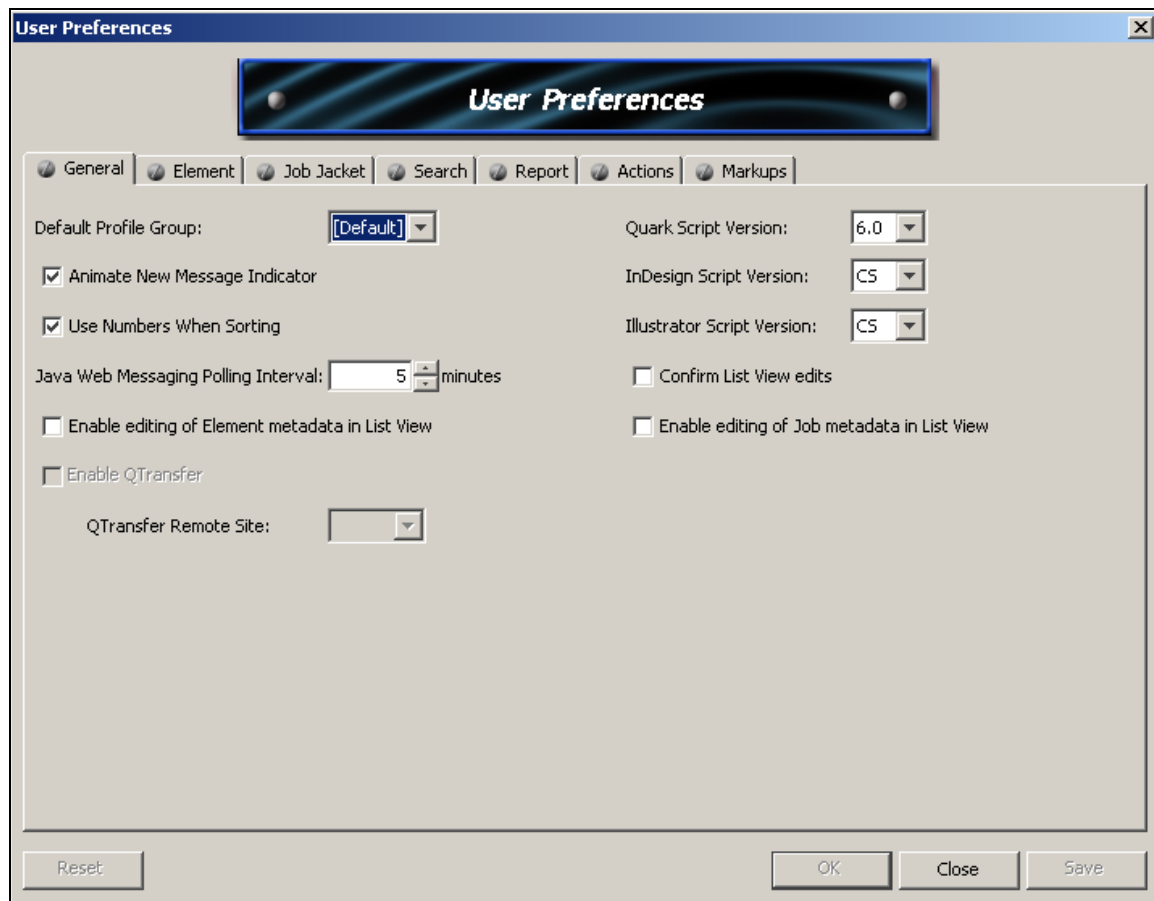
1. Select **User > User Preferences** in main menu toolbar.



2. The User Preferences window contains 7 tabs.



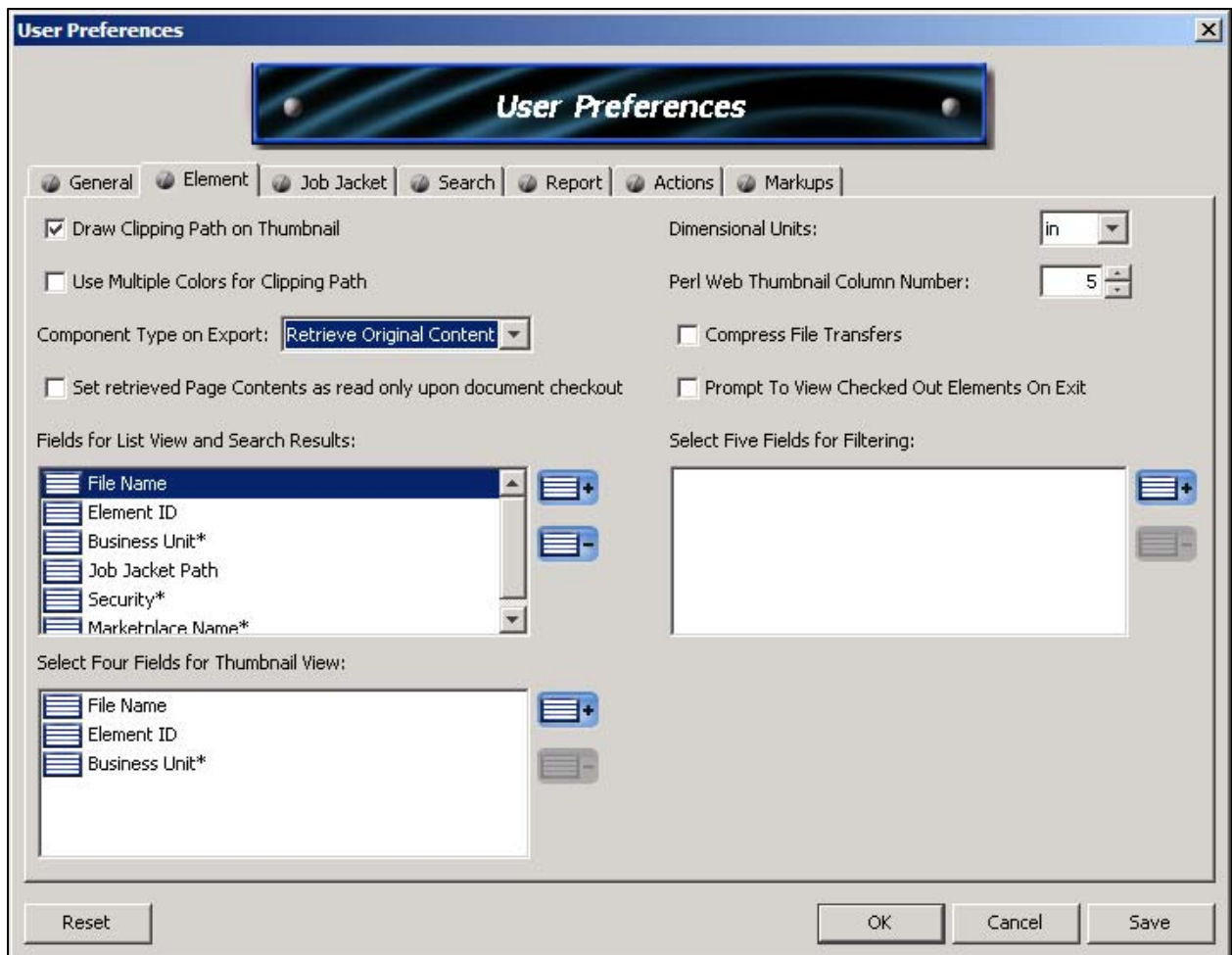
General Tab



- Default Profile Setup - Choose the profile you wish to have the system automatically login you in with. Once this option is set, the client will no longer prompt you for a profile at login.
NOTE: You can always change your profile while logged into the system via the User....Change Profile Group... menu.
- Animate New Message Indicator - The messenger button in the toolbar, by default, starts to flash when new messages arrive. If you want to disable this behavior, uncheck this preference.
- Use Numbers When Sorting - This preference allows you to choose how MediaBank will sort columns numerically.
 - If this preference is left unselected MediaBank will sort numbers in the following manner: 1, 11, 12, 2.
 - If this preference is selected MediaBank will sort numbers in a more intuitive manner: 1, 2, 11, 12.
- Java Web Messaging Polling Interval - This preference allows you to set how often you would like the web messenger to check for MediaBank messages. The default of five minutes is a good interval to choose. (This preference only needs to be set if you plan on using the java web client.)

- Quark Script, InDesign Script, and Illustrator Script - MediaBank has “Send To Quark”, “Send To InDesign”, and “Send To Illustrator” features. They allow users to send selected assets to these applications. If you plan on using this tool, you need to select the correct versions of the applications you are currently using. If you use multiple versions of these applications, you will need to change this preference before using that version.
- Enable Editing of Element Metadata in List View - Select this option to enable the editing of element metadata via the list views. This will allow you to change values in selected cells when viewing information via the list view.
NOTE: You can select which columns show up in the list view via the Element and Job Jacket tab “Fields for list view and search results” preference. See the Element and Job Jacket tab sections below.
- Enable Editing of Job Metadata in List View - Select this option to enable the editing of job metadata via the list views. This will allow you to change values in selected cells when viewing information via the list view.
NOTE: You can select which columns show up in the list view via the Element and Job Jacket tab “Fields for list view and search results” preference. See the Element and Job Jacket tab sections below.
- Confirm List View Edits - If you wish the system to prompt you to confirm a metadata change when editing in the list view, select this preference. If this is not selected all changes will take effect immediately after leaving the edited field or hitting the enter key.
- Enable QTransfer - QTransfer Remote Site - QTransfer is a separately purchased server module that allows users to background uploads and downloads of assets to remote MediaBank servers. This process will compress and transfer assets in the background, freeing up the user to perform other functions. This option will be disabled if the module has not been purchased and configured. If this option is enabled, contact your Administrator for proper usage.

Elements Tab



- Draw Clipping Path on Thumbnail - The client has the ability to display clipping paths in the thumbnail and preview views. The clipping path appears as a neon-colored line. The default is to display the clipping path when looking at thumbnails and previews. All assets that have clipping paths have a broken circle symbol in the top left hand corner of the thumbnail.

If you would rather the client not display the clipping path info, uncheck this option. If you turn this preference off, the clipping path info will not be displayed. You can toggle the clipping path view by clicking on the broken circle.

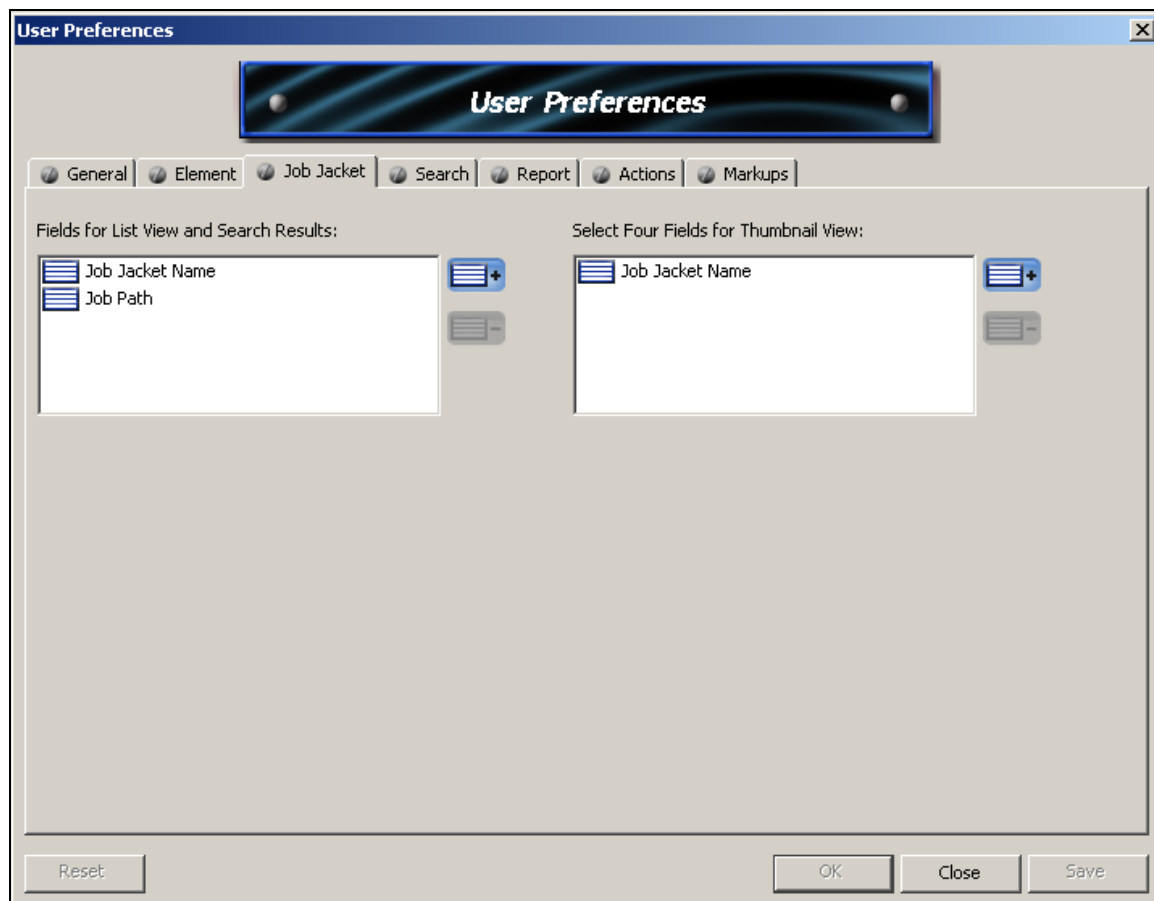
- Use Multiple Colors for Clipping Path - If an image has a clipping path made up of multiple distinct paths, the client has the ability to display these paths as different colors. Each path appears as different neon-colored line. The default is to display the multiple distinct paths as different colors when looking at thumbnails and previews. All assets that have clipping paths have a broken circle symbol in the top left hand corner of the thumbnail.

If you would rather the client not display the multiple clipping path info as different colors, uncheck the, “Use Multiple Colors For Clipping Path”, option. If you turn this preference off, the multiple clipping path colors will not be displayed, all paths will be displayed as a single color, see figure 22 below. You can always toggle the clipping path view on and off by clicking on the broken circle.

- Dimensional Units - Allows you to select how you want dimensional units displayed in the client. MediaBank automatically extracts dimensional information on certain file types. The unit you select will be used in every location dimensional information is displayed.
- Perl Web Thumbnail Column Number - The number of thumbnail columns you would like displayed when viewing assets via Perl Web.
- Component Type on Export - This allows you to select which component type you want to download by default, when performing an export of an asset. The component type is defined as being the Hi-res or Lo-res version of an image asset. The default is to prompt you when an export is done. This gives you a choice at the time of the export. You need to select, “Retrieve Original Content” to get the Hires version. Otherwise, you will get a Lo-res version of the asset.
- Compress File Transfers - This preference tells the client to compress files before downloading them to your local machine. This will speed up the download process on slow internet connections. This preference was provided for those users who work from home or off-site from where the MediaBank server is.
NOTE: This should only be used on connections made across the internet. This option should not be selected when working on local networks. It will cause the downloads to be slower if you select this option on a fast network.
- Set Retrieved Page Contents As Read Only Upon Document Checkout - Selecting this preference will set all assets transferred with a page document to be “read only.” Most modern page layout applications allow users to edit linked files directly. If you check out a document with its linked assets and then edit one or more of those assets, your changes will be lost when you check the page in. You can set this preference as a reminder to prevent this type of loss from occurring. Because the linked assets are set as read only, they will not be editable.
NOTE: If you need to use the edit functionality available in a page layout application there are options to checkout the assets with the page. See chapter 10 “Page Layout Apps” for more information on this workflow.
- Prompt To View Checked Out Elements On Exit - Select this option if you want the “View Checked Out Elements” dialog to appear when logging out of the client. This dialog allows you to view which assets you have currently checked out and gives you the various check in and release options. The dialog will only be displayed if you have assets checked out. If this is not selected the client will not prompt you to view checked out assets.
- Fields for List View Columns - This preference allows you to customize which fields you would like displayed when looking at assets in list view. You are not limited in the number of fields that can be selected. You may select from all the available fields in MediaBank
- Select Five Fields for Filtering - When you are viewing a job jacket window or a search results window, you have the ability to filter through the assets being

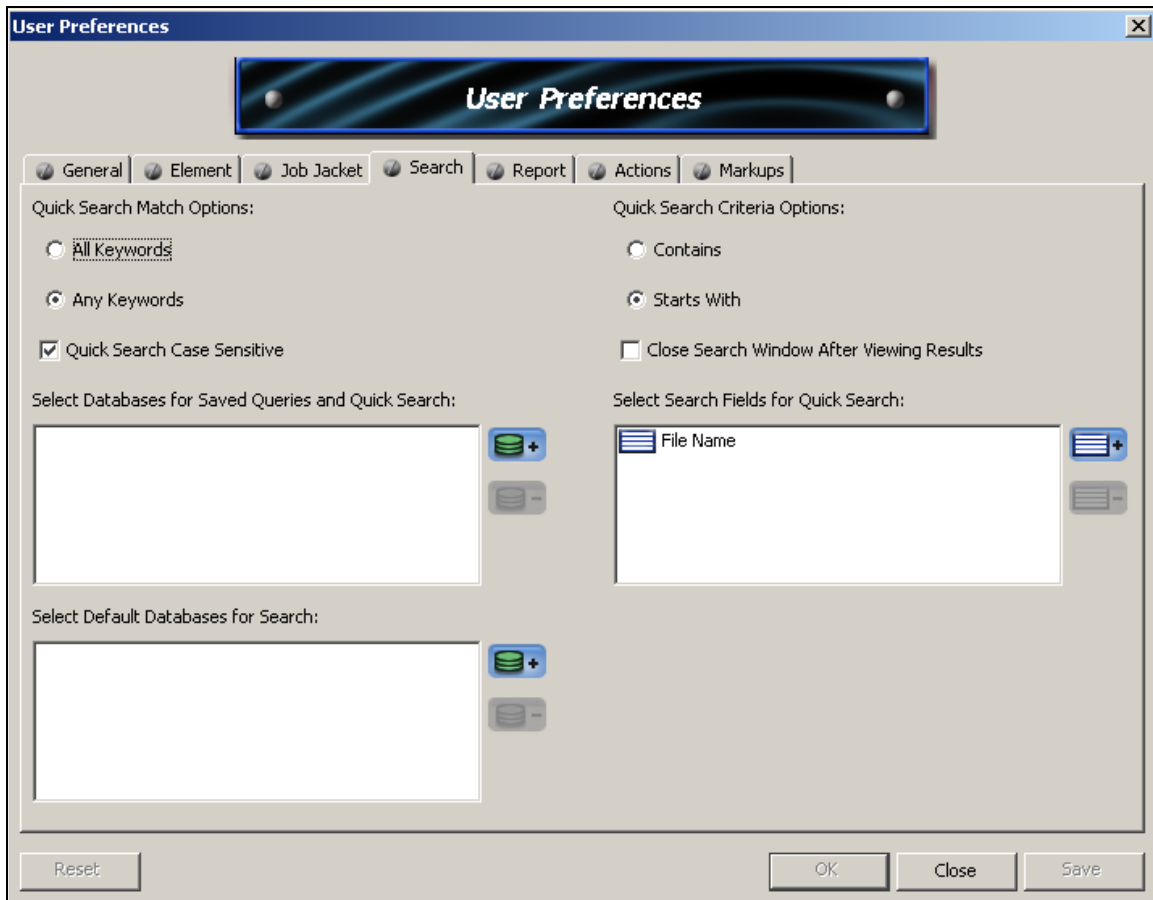
- viewed. For example, let's say a search results window has 500 assets in it, with a mixture of different asset types. Maybe you are only looking for EPS files. You can set a filter to only show assets with a File Type of EPSF. The window would then display only EPS files. The concept of filtering is covered in a later chapter. This setting allows you to choose five fields you would like to use for filtering. The fields you are able to choose from are a subset of the Fields for List View you selected in the previous topic.
- Select Four Fields for Thumbnail View - This preference allows you to select four fields that will be displayed under each asset when looking at them in large or medium thumbnail view.

Job Jacket Tab



- Fields for List View and Search Results - This preference allows you to customize which fields you would like displayed when looking at job jackets returned during a job jacket search. You are not limited in the number of fields that can be selected. You may select from all the available job jacket fields in MediaBank.
- Select Four Fields For Thumbnail View - This preference allows you to select the four fields that will be displayed under each job jacket when looking at them in large or medium thumbnail view.

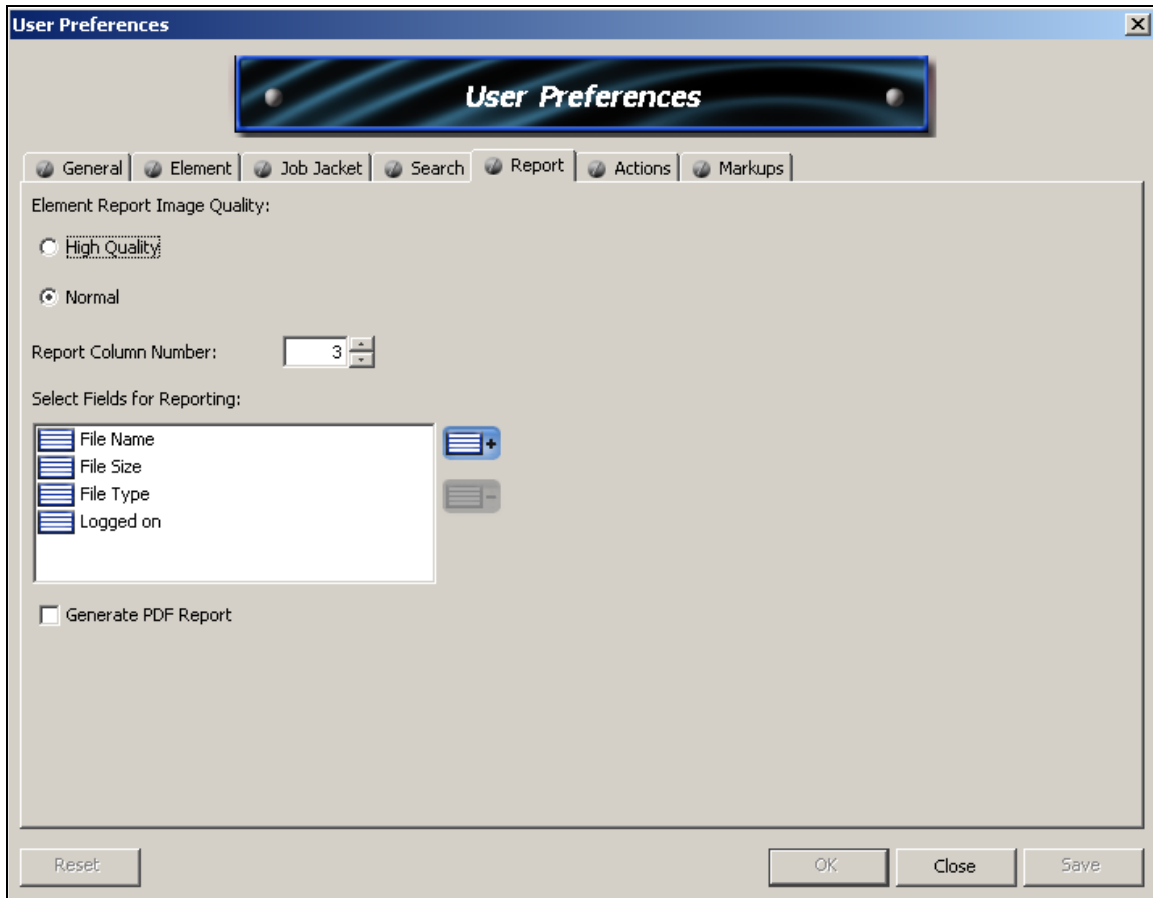
Search Tab



- Quick Search and Saved Queries - Use the settings on this tab to define which databases to search, which fields to search on, and what behavior you want your results to be based on.
 - Quick Search allows you to quickly perform searches right from the toolbar based on the criteria you define on this tab.
 - Saved Queries are queries that you or another user has built and saved via the, “Element Search Window.” You can quickly select a saved query and have it execute without having to open the Element Search Window.

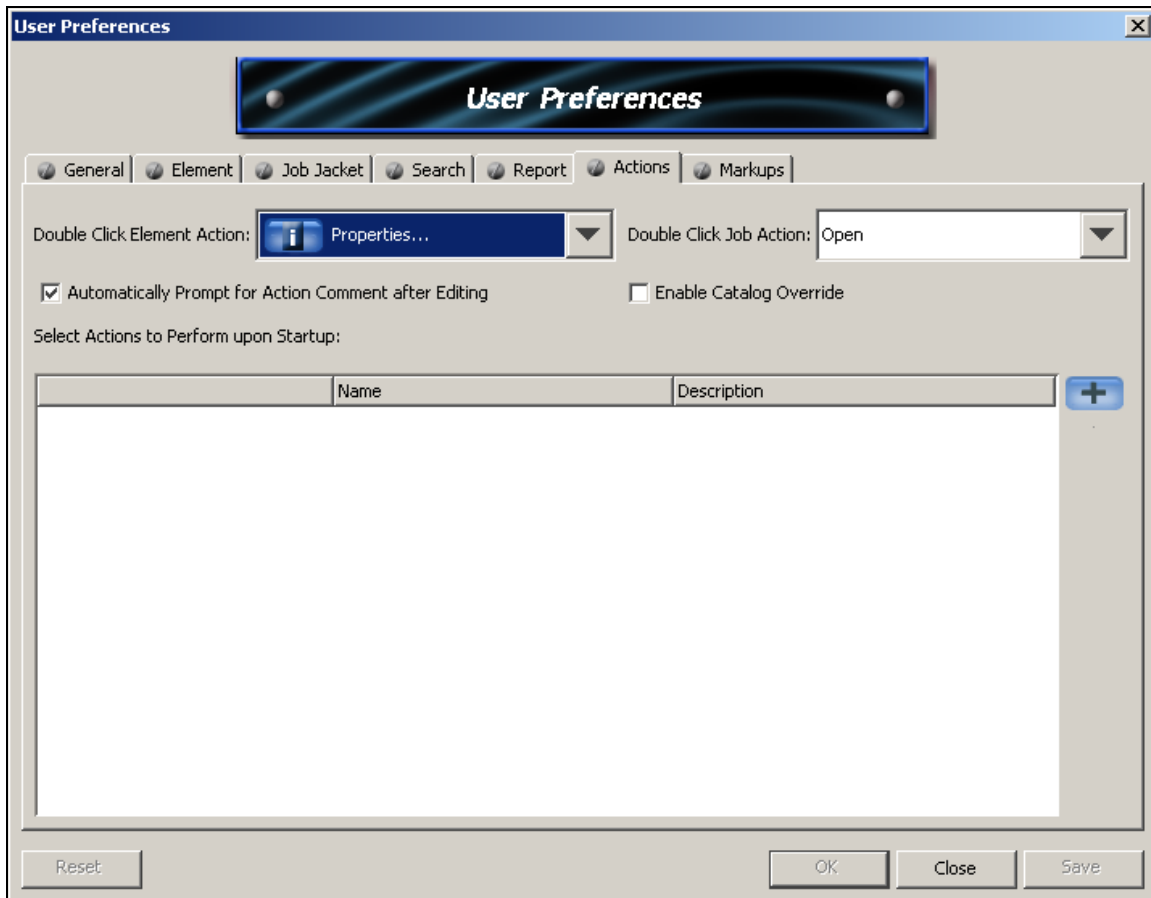
NOTE: The more databases you select the longer searches will take. Only select those needed.

Report Tab



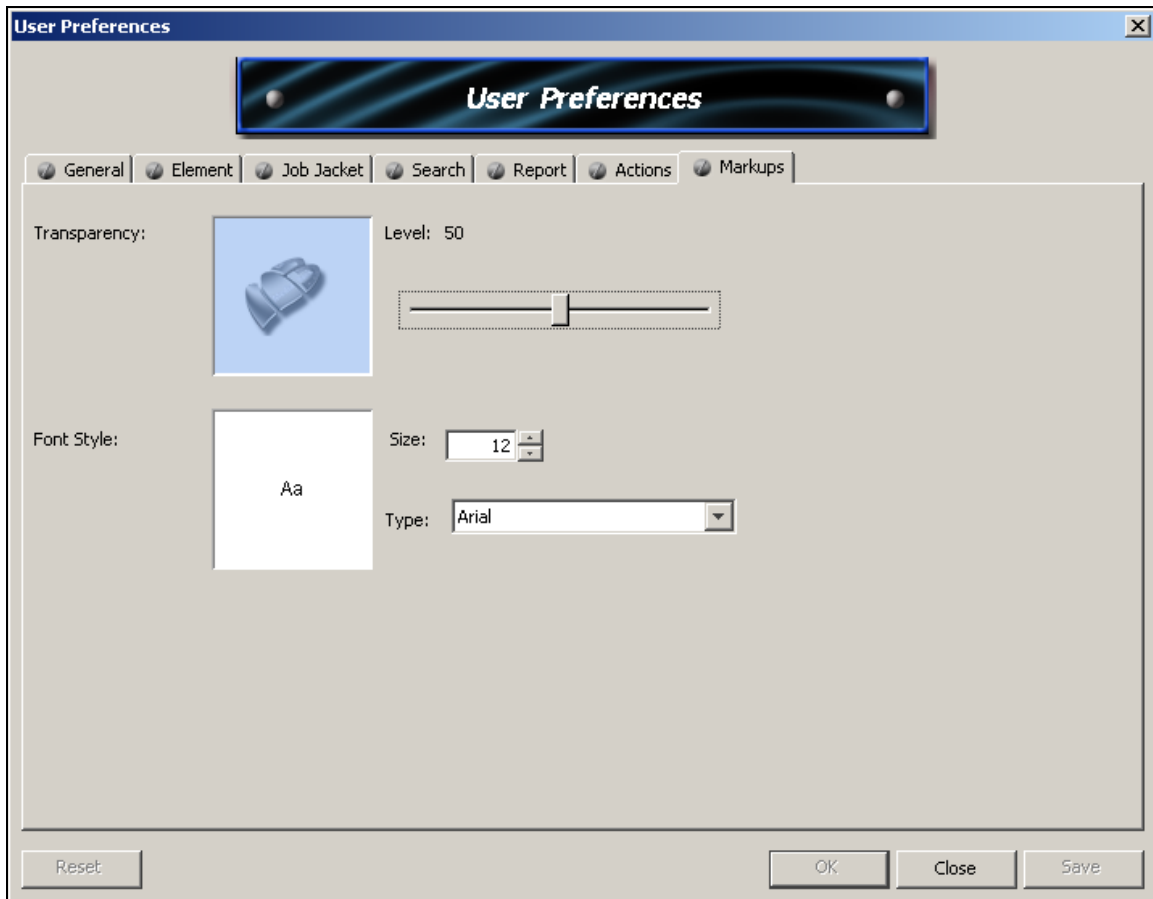
The Report Tab allows you to choose various settings for your reports, including the number of columns on a report page as well as which fields to include in the report. You can also choose to save your reports as PDF in addition to the default HTML webpage format.

Action Tab



- Double Click Element Action - This preference allows you to tell the client what action to perform when you double click on an element.
- Double Click Job Jacket Action - This preference allows you to tell the client what action to perform when you double click on a job jacket.
- Automatically Prompt for Action Comment after Editing - Most users are going to want to turn this off. In the process of Checking things in and out the client keeps an eye on the assets you currently have checked out. If this preference is checked, the client will automatically open the “Action Comment,” dialog every time it detects a checked out asset has been saved. If this preference is unchecked you will only get the prompt when you perform a check in function
- Catalog Override - This option causes MediaBank to prompt you with the “Catalog Override” dialog when cataloging new assets into the system. If this option is not selected the assets will transfer into the job jacket that they are dropped on and the defined cataloger settings will be used.
- Select Actions to Perform Upon Startup - Allows you to select which windows you would like to automatically open when you log into the client. For example, if you would like the job jacket tree to open automatically every time you log into the client, select that action.

Markups Tab



- Transparency - Allows you to set the transparency level when viewing markups.
- Font Style - Select the font size and style to be displayed when viewing markups.

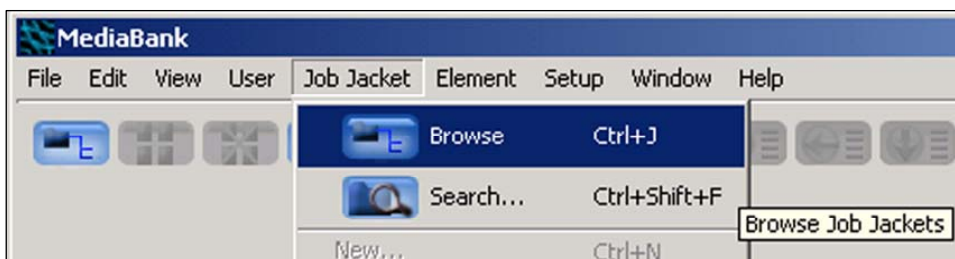
Job Jackets

Overview

Job jackets are folders arranged in a hierarchical fashion that contain elements (or files) grouped in a logical manner, similar to Windows Explorer. Both job jackets and elements can have metadata assigned to them.

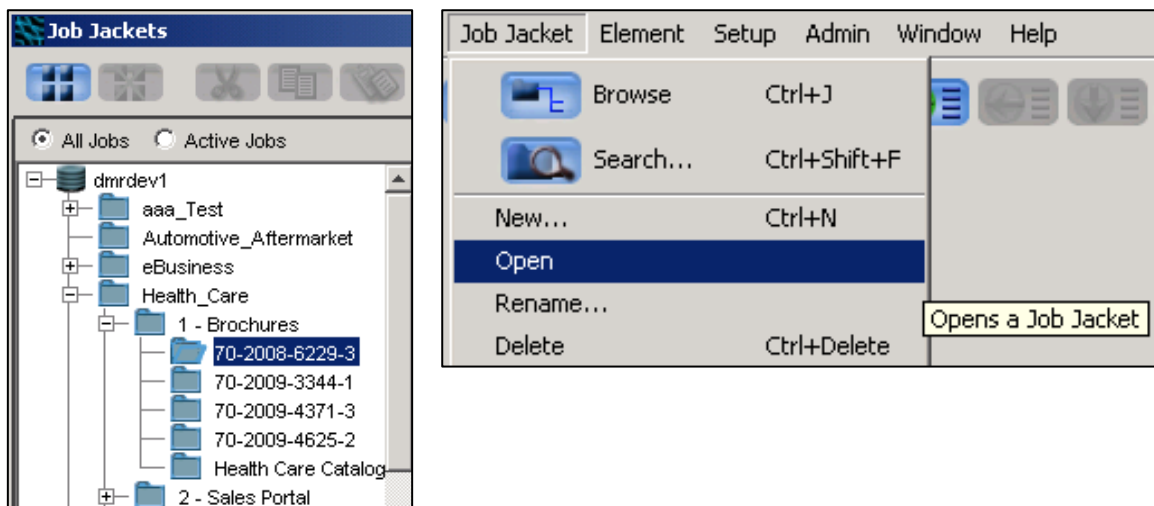
Viewing Job Jackets

1. To open a job jacket, select **Job Jacket > Browse** to open job jackets window. [Ctrl-J, Cmd-J] from the DMR main menu bar. Multiple windows can be open at the same time.



A button  is also located on the Main toolbar.

2. The job jackets window appears. Job jacket contents can be viewed by opening the job jackets by “drilling” down the hierarchical job jacket tree using the “+”. *Double-click* on the job jacket you wish to open or select the job jacket, go to main menu and select **Job Jacket > Open**. This will open the job jacket window showing all the contents of the job.

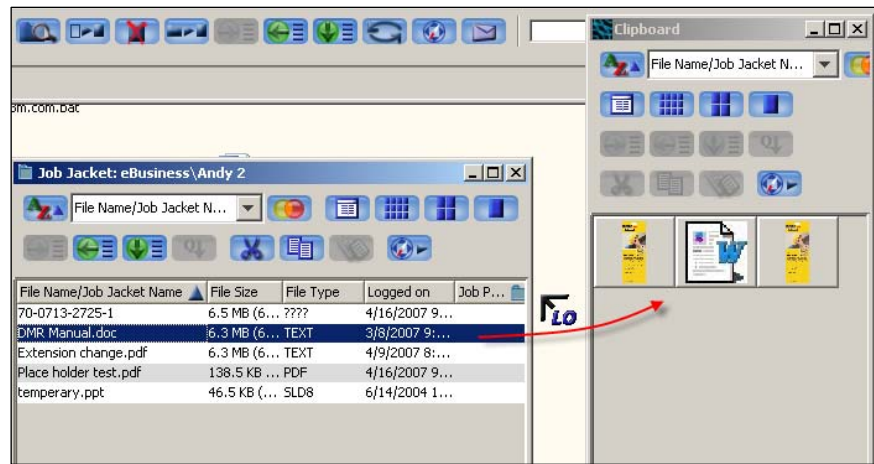


(Tip: MediaBank client remembers recently opened job jackets. Go to the main menu and select File > Recent Jobs > {Job Name} to open the job again)

Clipboard

The clipboard is a temporary workspace you can use to store elements while you are working. The clipboard is session based, which means the items you place in the clipboard stay there only for your current login session. You can think of the clipboard as a temporary job jacket.

To open the clipboard go to the **Element > Clipboard** menu.



To move an element to the clipboard, simply drag the element from a job jacket onto the clipboard.

Project

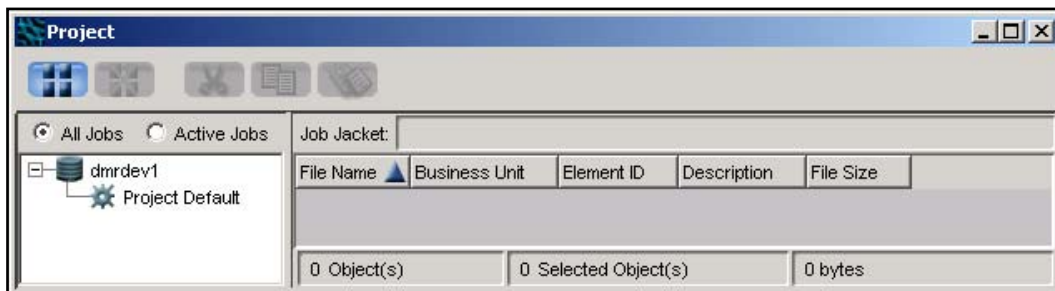
Overview

A Project is your very own customized Job Jacket. You can select any job jacket from any nested level in the main job tree and add it to your project tree. A Project is a collection of jobs your are working on. Instead of have to search or browse through the job tree for the jobs you are currently working on, you can add them to your Project, so they are easy to get to. The “Project window” functions are exactly the same as the “Job Jackets Window”.

Note: Your project selections are kept in preference files on your local machine. They are not saved on the server. If you move to a different machine, your project tree will not be available.

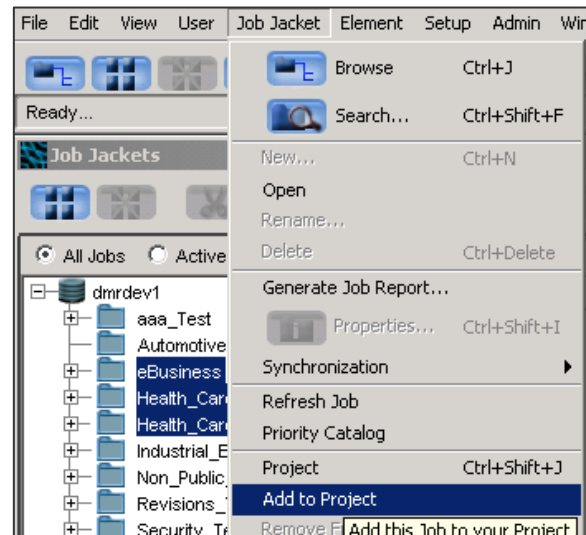
There are three options to open the Project:

- Go to main menu and select **Job Jacket > Project**
- Hold down the control+shift+J keys [PC] or cpmmand+shift+J keys [Mac]
- Have the window open automatically using the settings in “User Preferences”



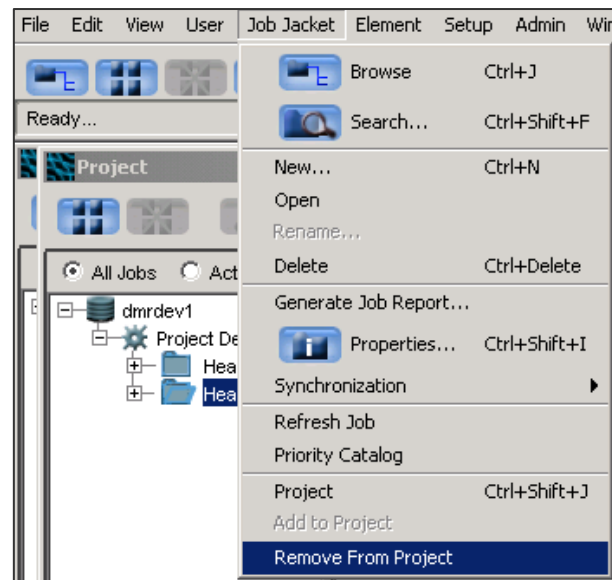
To add job jackets to the project tree:

1. Select the job(s) to be added to the project tree
2. Go to main menu, select **Job Jacket > Add To Project**



To remove a job jacket from project:

1. In the Project window, select the job(s) you would like to remove from the Project
2. Go to main menu, select **Job Jacket > Remove From Project**

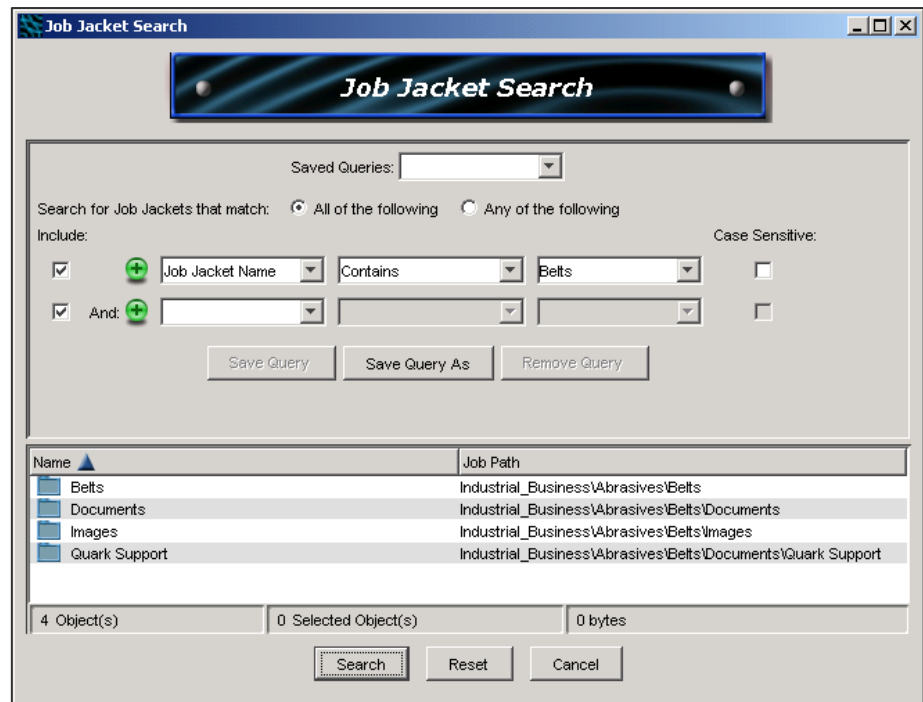


Job Jacket Search

The Job Jacket Search Window has two halves. In the top frame of the Job Jacket Search Window, you can build a detailed search query using multiple fields and search conditions. Multiple conditions can be concatenated by either an 'AND' or 'OR' operator. You also have the ability to save queries for future use.

- The "Search Button" at the bottom of the window starts a search.
- The "Reset Button" will clear the entire window of any queries or selections you have made.
- The "Cancel Button" will close the Element Search Window.

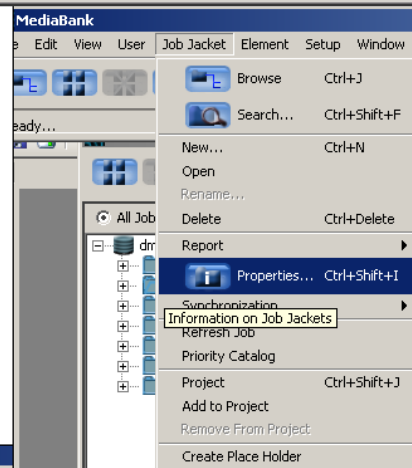
To open the Job Jacket Search Window: Go to Main Menu and select **Job Jacket > Search** or press **control+shift+F [PC]** or **command+shift+F [Mac]**



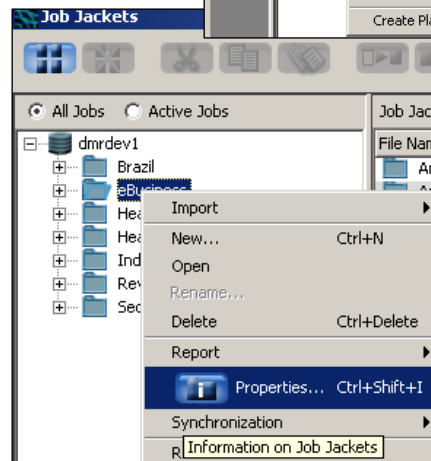
Job Jacket Properties (metadata)

There are two options to Job Jacket Properties:

1. Select desired job jacket by *single-clicking* on the job jackets window. Go to main menu select **Job Jacket > Properties** to open Job Jacket Properties window.



2. View the Job Jacket Properties (metadata).



3. After view the Job Jacket Properties (metadata) and click **Close** to close.

The screenshot shows a Windows-style dialog box titled "Job Jacket Properties [eBusiness]". It features a blue header bar with the title "Job Jacket Properties" in white. Below the header, there is a "Job Jacket Name:" field with the value "eBusiness". The main area contains several input fields and dropdown menus arranged in a grid-like fashion. At the bottom, there are three buttons: "Reset", "OK", and "Close".

Field	Value
Owner:	mbAdmin
Creation Date:	6/7/04 12:52:50
Last Modified by:	us101084
Modified Date:	11/5/04 10:46:33
Archived by:	
Archived Time:	
JOBID:	2
Description:	Created for eBusiness cataloger
Deadline:	
Customer:	
Job Color:	Default Color
Production Stage:	
Business Unit*:	
Country:	
Language:	
Literature Number:	
More Information:	
Owner PIN*:	us000001
Owner Email:	
Label 8:	
Label 9:	
Label 10:	

Element Properties (metadata)

Overview

- Metadata is information on each element (*file*).
- Descriptive metadata enhances searching capabilities.
- User must be a Modifier and have editing privileges to modify the element's metadata.
- Metadata fields displaying an asterisk (*) are required.

Metadata is the information that describes an element (*file*) and defines how the element can be used. Examples of metadata are the owner's PIN, business unit, photographer, country, and so on. Some fields are required; some are optional. Descriptive metadata enhances searching capabilities. For example, if you want to see all the elements that are the property of a certain owner, you can limit your search of the elements to this property.

Accessing Element Properties

Double click on the element(s) whose properties you wish to view. You can also select the element(s) and then choose Element > Properties or press control+I [PC] or command+I [Mac]

NOTE: The editing of metadata (field values) is permission based. This means an administrator has to give you permission to make changes or add data to an element's property. If you are only given read access, all the fields will be grayed out.

Renaming Elements

- To rename an element, open a Job Jacket in list view and *right-click* on the element you want to rename.
- Select rename and enter the new name for the element, then click OK.
- Make sure not to change the file extension when you rename elements.

Chapter 3: Searching for DMR content

Job Jacket Search

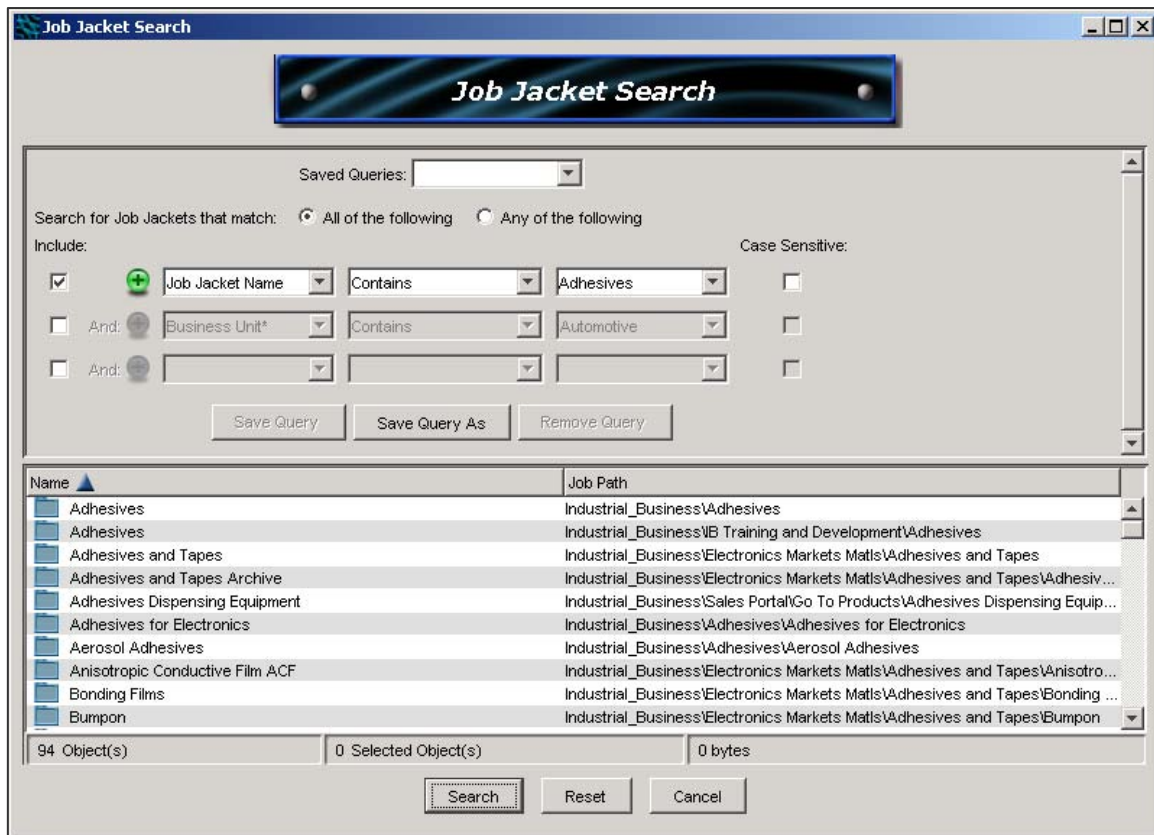
Overview

- Process of searching accessible Job Jacket properties.
- Job jacket searches can be created like advanced element searches.
- Job jacket searches do not have nested expressions.
- Job jacket named queries can only be accessed within **Job Jacket > Search ...**



Searching for Job Jackets

1. Select **Job Jacket > Search...** to access the Job Jacket Search window. Control+Shift+F[PC], Command+Shift+F[Mac]
2. Select the criteria for finding job jackets. Select **Search** to start searching. If matches are found, Total Matches will show how many. Select the desired job jacket by *single-clicking* on it. The job jacket can be opened by either *double-clicking* on it or by selecting **Open**. Select **Clear** to reset Search window and **Close** to dismiss.



Element Search

You can search selected accessible job jackets for desired elements and view your search results in a **Search Result** window. The **Search Result** window behaves like the browser window and allows you to conduct three types of element searches:

1. **Simple**
Allows the user to select from a predefined list of element metadata fields that are AND'ed together, thus requiring all conditions to be true. This search query cannot be save for later use.
2. **Advanced**
Allows the user to select from the entire element metadata field list – the user can select 'Match All' or 'Match Any' when combining multiple fields in the search. This search query can be save for later use. The saved queries are called Named Queries.
3. **Named Queries**
Activated from **Element > Named Queries**. Will search the databases selected in **User > Preferences**.



Simple Search for Elements

1. To access the Search window, select **Element > Search > Elements** in the DMR window Control+F[PC], Command+F[Mac]. The Search window displays.
2. *Single-click* on the desired criteria for finding elements.
3. *Single-click* the element databases to search.

To select all databases, single-click the **Select All** button. To clear all selected databases, single-click the **Deselect** button.

4. *Single-click* **Search** to start searching. If matches found, the matches display and Total Matches shows the number found.
5. To bring up Search Result window, *single-click* **View**.
6. To reset the Search window, *single-click* **Reset**.
7. To end the search, *single-click* **Close**.

Element Search

Simple Advanced Combined

☒ File Name Contains scotch

☒ Element Type Is TIFF

☐ Creator Is

☐ Media* Is

☐ Owner Pin*

Select All Deselect All

Database	De...	Re...	M...
Automoti...	0	0	
Brazil	271	0	
eBusiness	102	0	
Health_C...	4176	0	
Health_C...	4000	0	
Industrial...	3727	0	
Revisions...	20	0	
Security_...	1	0	

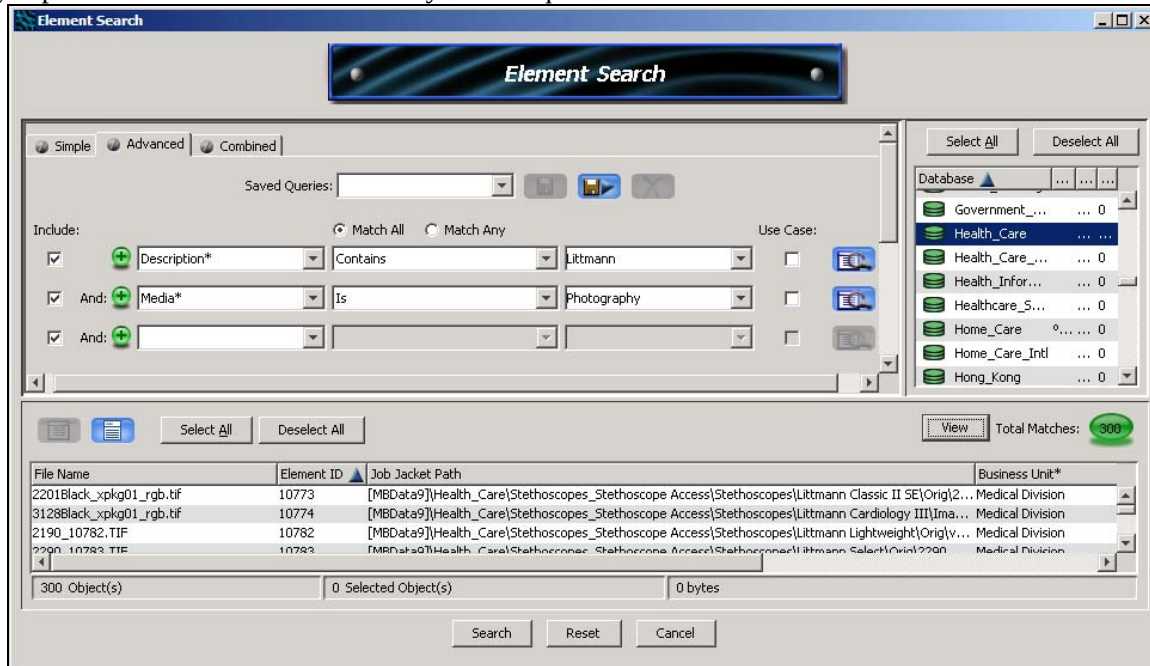
View Total Matches: 0

Enter search criteria to begin.

Search Reset Cancel

Advanced Search for Elements

The Advanced tab lets you build a more detailed search query using multiple fields and search conditions. Whereas the 'Simple' search tab lets you quickly select from a predefined list of database fields to search on, the 'Advanced' tab lets you build the search query from scratch, allowing any combination of fields and conditions to be requested. Multiple conditions can be concatenated by either an 'Match All' or 'Match Any' operator. You also have the ability to save queries for future use.



Use the following table of operator descriptions to help you select the appropriate search criteria:

- The '**Match All**' operator narrows the search by requiring all conditions to be true.
- The '**Match Any**' operator expands the search by requiring only one condition to be true.
- All date searches require the following date format to return accurate results mm/dd/yyyy (Example: 09/01/2009 for September 1, 2009)
- A synonym search has [**Synonyms**] at the end of the condition and will also search the predefined synonyms of keywords. This option will increase the search time.
- The **Case sensitive** option is available to refine keyword search results.
- A category search requires Media to be selected first, then Content Type, and so on, before the category values will be selectable.

Steps for Advance Search:

1. To access the Search window, select **Element > Search** in the DMR window Control+F[PC], Command+F[Mac]. The Search window displays.
2. *Single-click* the '**Advanced**' tab to bring the tab to the foreground.
3. *Single-click* on the desired criteria for finding elements. Remember to *check* '**Match All**' or '**Match Any**' when combining the conditions.
4. *Single-click* one or more element databases to search.

To select all databases *single-click* the **Select All** button. To clear all selected databases, *single-click* the **Deselect** button.

5. *Single-click* **Search** to start searching. If matches found, the matches display and **Total Matches** shows the number found.
6. To bring up Search Result window, *single-click* **View**.
7. To reset the Search window, *single-click* **Clear**.
8. To end the search, *single-click* **Close**.

Nested Expressions for Elements

You can add nested expressions to advanced searches to help you further define your search. Nested expressions are very useful for applying order within the search conditions.

Nested expressions resemble parenthesis in mathematical expressions. When you use a nested search, you direct the system to apply the condition within the parenthesis first. Then the rest of the expression is applied to the result of the nested expression. For example, in the expression, $(7 - 1) \times 5$, you first do the math inside the parenthesis ($7 - 1 = 6$), and then multiply the result by 5 for an answer of 30. In contrast, without parenthesis, your answer would be $7 - 1 \times 5$, or $7 - 5$, which is equal to 2. You can see that incorrectly applying the parenthesis can drastically change your answer.

1. To specify a nested search, *single-click* on the nested expression control button (a green plus sign in front of an advanced search statement) in the **Advanced Search** window. The Nested Expression window displays.
2. Type in the appropriate fields, much like the Advanced Search window. Check **'Match Any'** to apply the nested expression.
3. *Single-click* **Cancel** to dismiss the nested expression window.
4. *Single-click* **Clear** to reset the fields for the nested query.

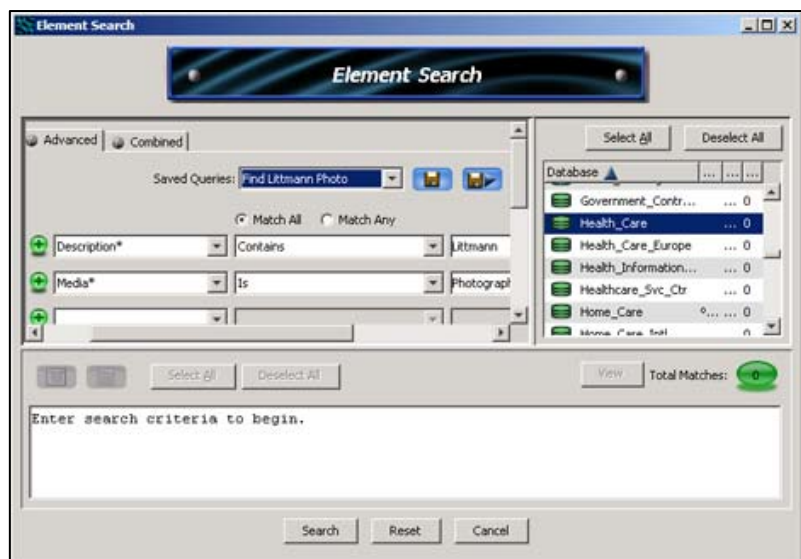
Named Queries for Elements

- Process of saving frequently used advanced searches and accessing them for later use.
- Named queries can be accessed by all users.

Because the list of named queries is usable by all DMR users, the list of named queries could become extensive and unmanageable due to the large number of users.

Accessing Named Queries

Select a predefined named query in the **Named** pull down in the Advanced Search window. The databases selected at the bottom of the Advanced Search window are used for the search.



Event Search

Sample advanced searches using Full Search

Search type	Description	Search area	Find elements section	FullSearch section	Number of results
Advance search	Search for content in defined metadata fields available in the drop down list. Users can build multiple conditions by selecting AND or OR to combine the conditions.	Only defined metadata fields	Field = Description Operator = contains Value = braid	Blank	30
Content search	This shows the search results for the word "braid" (or variations) in the content of an element. This type of full text search can be used to narrow down the type of element that is returned in the search result – i.e., documents or file types containing verbal content rather than images only.	Content within a document, text fragment, PowerPoint, word document	Blank	Content = braid	260
Fields search	Using the Full text search allows a user to search ALL metadata fields (including all those not in the drop-down lists of the Advanced Search).	All metadata fields	Blank	Fields = braid	35
Content and Field search	This example shows the search results of combining a search for "braid" in the content and adding a search for "braid" in any of the metadata fields. This could be used to narrow the search down even further.	Content within a document, text fragment, PowerPoint, word document and all metadata fields	Blank	Fields = braid and Content = braid	4
Combining Advanced search criteria with Full text search	This shows the search results of combining a search for "braid" in the selected metadata field (Description) while also searching for the term in Content. This will return elements with text matching "braid" that is found within a document/text fragment/PowerPoint and elements that contain "braid" in the Description field	Defined metadata fields and the contents within a document, text fragment, PowerPoint, word document	Field = Description Operator = contains Value = braid	Content = braid	3

You can search for elements based on their historical events. MediaBank keeps an audit trail of everything that has been done to an asset from the moment it is put into the system. An event usually consist of the user who performed the event, the machine name the user was connecting from, the event, and the amount of time spent on the event. The Event Search window is very similar to the Element search window except for the field names, so review the Element Search section for ways of building queries. Some of the differences explain below.

To open the Event Search Window, go to **Element > Search > Events**.

Event Search

Saved Queries: [dropdown] [button] [button] [button]

Include: [checkbox] [dropdown] [button]

Match All [radio] Match Any [radio] Use C [button]

Database	Description	Records	Matches
Automoti...		0	0
Brazil		0	0
eBusiness		89	0
Health_C...		4176	0
Health_C...		4000	0
Industrial...		3727	0

Select All Deselect All View Total Matches: 0

Enter search criteria to begin.

Event Searchable Fields

The table below contains a listing of all the fields that can be searched and a description of what information they hold.

FIELD	DESCRIPTION
Creation Date	The date the event occurred.
Description	Contains a description of the event or a user comment.
Element ID	Unique ID that MediaBank assigns to every asset.
Event	Types of events. See next section for definitions of events.
Job ID	Unique ID that MediaBank assigns to every job jacket.
Stage	The stage the asset was at when the event occurred. Can be blank.
Total Time	Total time spent during this event. This mostly applies to the event of checking assets in and out.
Who	Username of person who performed event.

Events

The table below lists all the events that MediaBank currently tracks. You can search on these events when you choose the “Event” field when building your query. The events will appear in a dropdown list.

EVENT	DESCRIPTION
Added to Job	Element was added to a job jacket. The event list which job jacket name the element was added to in the description field.
Archived	Element was archived.
Assignment Change	The element was assigned to a different user. Every time the element is assigned to a new user this event will be logged.
Check Out(TCP) to InDesign	Element was checked out with an InDesign Page.
Check Out(TCP) to Quark	Element was checked out with a Quark Page.
Checked in as new Revision	Element was checked in as a new revision.
Checked out (Mounted Volumes)	Element was checked out using mounted volumes.
Checked-in	Element was checked in.
Checked-out	Element was checked out.
Converted	Element was converted.
Converted to Place Holder	Element was converted to a place holder.
Copied Files and Records	Element record and file was copied to another database(s).
Copied Files Only	The physical element was copied from one folder to another.
Copied Records Only	The Element record was copied to another database(s).
Drag and Drop	Hires Element was downloaded.
Drag and Drop Low-Resolution EPS	Low-res Element was downloaded.

EVENT	DESCRIPTION
Drag and Drop Low-Resolution EPS to InDesign	Lo-wres EPS was dragged and dropped to InDesign.
Drag and Drop Low-Resolution EPS to Quark	Lo-wres EPS was dragged and dropped to Quark.
Drag and Drop Low-Resolution TIFF	Lo-wrest TIFF was dragged and dropped.
Drag and Drop Low-Resolution TIFF to InDesign	Low-res TIFF was dragged and dropped to InDesign.
Drag and Drop Low-Resolution TIFF to Quark	Low-res TIFF was dragged and dropped to Quark.
Drag and Drop Original	Hires element was dragged and dropped.
Drag and Drop original to InDesign	Original element was dragged and dropped to InDesign.
Drag and Drop original to Quark	Original element was dragged and dropped to Quark.
Drag and Drop to InDesign	Element was dragged and dropped to InDesign.
Drag and Drop to Quark	Element was dragged and dropped to Quark.
Exported	Element was exported.
General	A general event occurs when a user logs a comment on an asset. A user can log a comment at any time.
Imported	Element was imported into the system.
Imported New Revision	Element was imported as a revision.
Modified Image	Element thumbnail and preview settings where modified.
Modify Element Type and Creator	Element type and creator was changed.
Modify Metadata	Element metadata (properties) was changed.
Moved Files and Records	Element record and file was moved to another database.
Moved Files Only	The physical element was moved from one folder to another
Moved Records Only	The element record was moved from one database to another.
Purged	Element was purged from the system.
Purged Revision	A revision of an element was purged from the system.
Released	A user released an unmodified element from checkout.
Released (Forced)	An administrator force released a checked out element.
Released (Modified)	A user released a modified element from checkout.
Removed from Job	Element was removed from a job jacket.
Renamed	Element was renamed.
Restored	Element was restored from archive.
Restored Copy	A copy of an element was restored.
Sent to Illustrator	Element was sent to Illustrator using the “Send To Illustrator” function.
Sent to InDesign	Element was sent to InDesign using the “Send To InDesign” function
Sent to Quark	Element was sent to Quark using the “Send To Quark” function
Stage Change	The stage changed on the element.

EVENT	DESCRIPTION
Transfer of Image with a Page Checkout and its contents	Element was transferred when the page it was linked to was checked out.
Updated	User performed an update on a checked out asset.

Event Search Results

The results pane in the Event Search window performs differently than the results pane on the Element Search window. In the results pane of an Event Search you can only do the following:

- Select the events that you would like to generate a list report on.
- View the elements associated with those events.

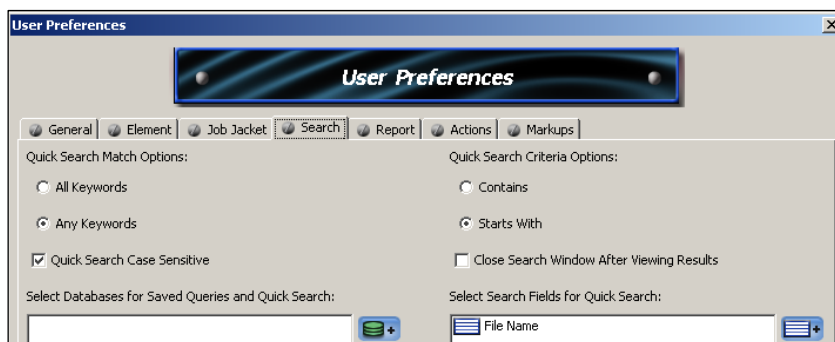
An Event Search displays all of the events that meet the criteria of the search. Since an element could have thousands of events logged against it, you may have many results show up in the results pane yet only see a few elements when you hit the view button. You can sort on the Element ID column to make viewing these items easier.

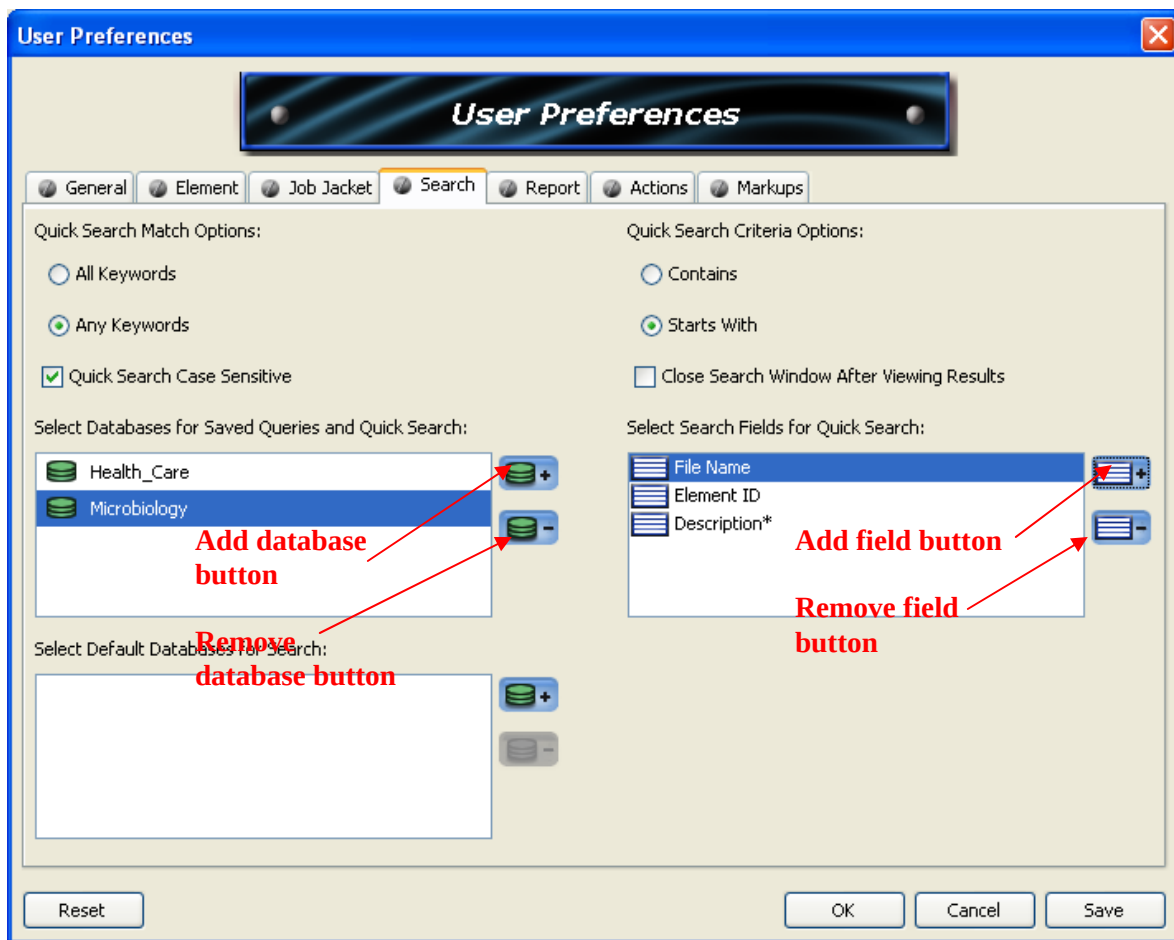
Quick Search

You will often notice many of the events are linked to the same asset. An event may not have an associated element or may represent a purged element. Likewise, a markup record may exist from a purged element. This means the number of results in the list and those displayed in the window may not be the same. The total match number should be the number of items contained in the result list. The match value in the database results chart will equal the number of element-event relationships. Quick Search is a means of quickly typing in data to search without having to building a query.

The following are the steps to setup the Quick Search function in 3.0:

1. In main toolbar go to User > User Preferences. Click on Search tab
2. Preset how search should be done, which database should be search, and which field should be searched. Click on the add button  to add Database(s) and Field(s) for Quick Search
3. Go to main toolbar and type in a keyword in QUICK Search window and click “Go”





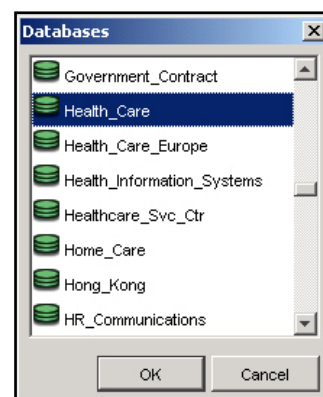
Select Databases for Quick Search and Saved Queries

Select the databases that you would like “Quick Search” and the “Saved Queries” to search. When using “Quick Search” or “Saved Queries” there is no option to select particular databases. You must select at least one in your preferences. If you haven’t selected a database in your 'User Preferences', you will get an error message.

- To add a database to the list:
 - Under 'Select Databases for Quick Search and Saved Queries', select the button with the + on it.



- The database dialog will open, select the database(s) you wish to add. Multiple databases can be selected. Click the O.K button.



- To remove databases from the list:
Select the database(s) that you would like to remove and click on the button with the - on it.
NOTE: The more databases you select the longer searches will take. Only select those needed.

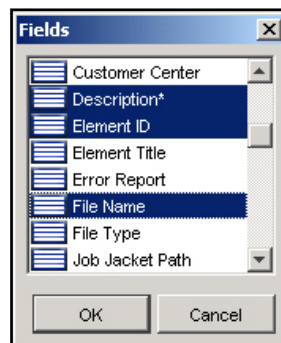


Select Search Fields for Quick Search

After selecting the databases that Quick Search will search, you have to set which field(s) in the databases it should search. Quick Search will take the strings typed into its text field and look for them in the fields you select here.

NOTE: This dialog will let you select all the fields. Don't select all the fields only select the field(s) that are absolutely necessary. Selecting many will result in slow search speeds.

- To add fields to the list follow these steps:
 - Under the, "Select Search Fields for Quick Search", option choose the button with the + on it.
 - In the field selection window, select the fields you would like to add. You can select multiple fields at one time by holding the "Control" key while selecting. When you have finished selecting the fields, click the OK button.



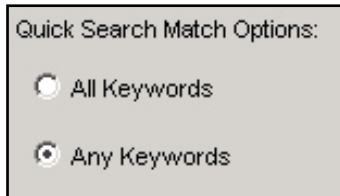
- To remove fields from the filter list follow these steps:
Select the fields you would like to remove. When you have finished selecting the fields, click the button with the - sign on it

Quick Search Match Options

There are two options for how Quick Search will combine the strings you type in to perform a search. A user can choose between "ALL keywords" and "ANY keywords". Choosing "ALL keywords" causes Quick Search to combine each keyword separated by a space with an AND operand. This means that Quick Search will only return a hit if it finds all the keywords in an element record. A user would choose this setting if they are looking for specific elements whose records will contain all of the keywords. Choosing "ANY keywords" causes Quick Search to treat each keyword separated by a space with an OR operand. This means that Quick Search will return a hit when any of the keywords are found. A user will probably choose this option most often. For example, they could type in multiple filenames and Quick Search will return any elements that contain any of the names typed in.

Quick Search Criteria Options

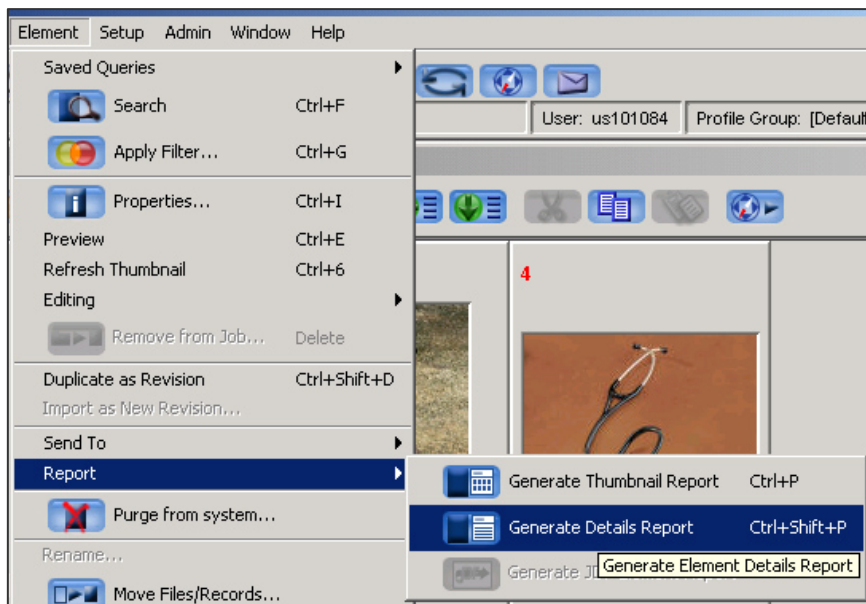
Most people are going to choose the, “Contains”, option. This means quick search checks each field to see if it contains the strings you typed in. If you select the “Starts With” option, it will check to see if each field starts with the strings you typed in.



NOTE: The “Starts With” option is a much faster search. So, if you know that the fields you are searching always contain an exact value, use this option. An example of this would be a field that contains an UPC code.

Generate Element Report

1. Select element(s)
2. To generate Thumbnail Report, select **Element > Report > Generate Thumbnail Report** in main menu toolbar. Control+P[PC], Command+P[Mac]
3. To generate details report, select **Element > Report > Generate Detail Report** in main menu toolbar. Control+Shift+P[PC], Command+P[Mac]



Chapter 4: Retrieving DMR content

Overview

This chapter covers all the different ways of exporting copies of files from MediaBank to your desktop system and checking things out and permanently editing files.

File Browser

Most users are used to performing drag-n-drop actions on files. The file browser built into the client allows you to do just that. It's a tool that allows you to select elements in the various MediaBank browse windows and drag them to a specific folder on your local machine. The file browser acts as a gateway between the MediaBank client and your desktop machine. The file browser allows you to mount any folder on your file system where you might want to place files. Once you have a folder mounted, you can drag an element from one of the client browse windows and drop it on the mount point in the file browser. The hi-res or lo-res file, depending on what you requested, will shoot right to your folder. You can't drag directly from the client to your local file system. You must drag to a mounted folder in the file browser. It's no different then having explorer open in Microsoft Windows or the finder open on a Mac.

Steps to open the File Browser:

1. The quickest way to open the File Browser is to click on the File Browser button in the main menu toolbar.



2. You can also go to **User > File Browser** to open the File Browser window.
3. The "File Browser" window will open. Move it as close as possible to the side of your screen. Resize it to as small as possible.

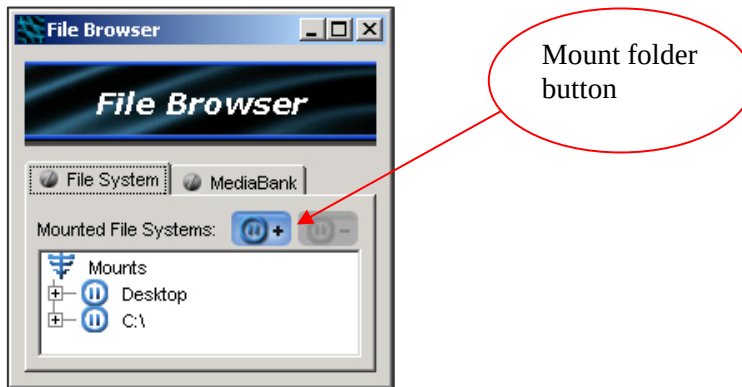


File System Tab

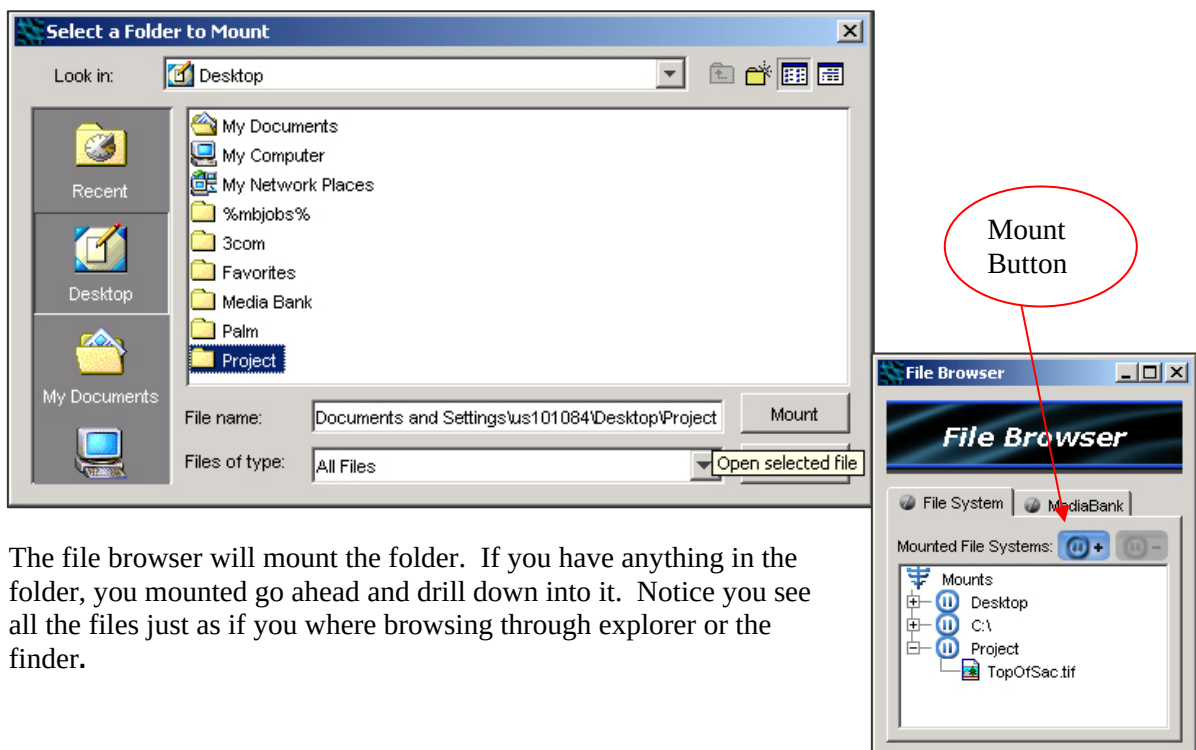
The file system tab is where you mount/un-mount local folders that you want to be able to drag to. However, it is not limited to just being a window to drag to. When a folder is mounted, you can drill down into it, just as you would a normal folder. If files exist in the folders, they are displayed in the window and you can click on them and perform “open” and “open in” operations.

Steps to mount a folder:

1. Select the “Mount folder” button. You can also right click [PC] or control+click [Mac] on the “Mounts” icon and select the Mount folder menu option.



2. A “Select a Folder to Mount” window will open. This window should look familiar to you, it’s the standard folder browser for your OS. Browse to the folder you would like to mount. In this example, we are going to mount the “Project” folder. Click on the “Mount” button.

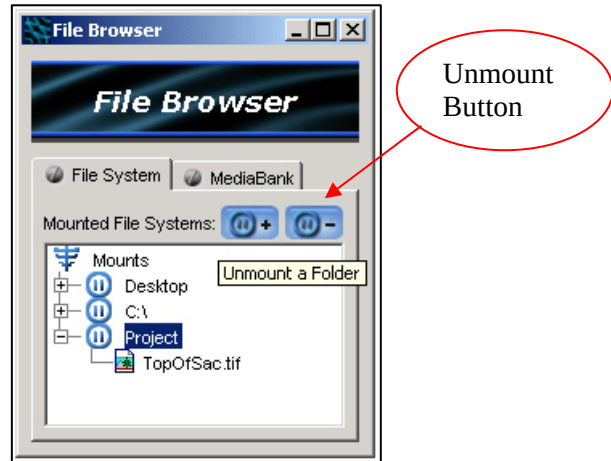


3. The file browser will mount the folder. If you have anything in the folder, you mounted go ahead and drill down into it. Notice you see all the files just as if you where browsing through explorer or the finder.

- Once a folder is mounted. The file browser will remember your selected mount points. So you can close the “File Browser” and the next time you open it your mounts will still be there. You can mount as many folders as you like.

Steps to un-mount a folder:

- In the File Browser window, select the mount point that you want to un-mount.
- Click on the Un-mount button. You can also right click [PC] or control+click [Mac] on the mount point you want to un-mount and select the Un-mount folder menu option.
- The mount point will get removed from the “Mounts” tree.

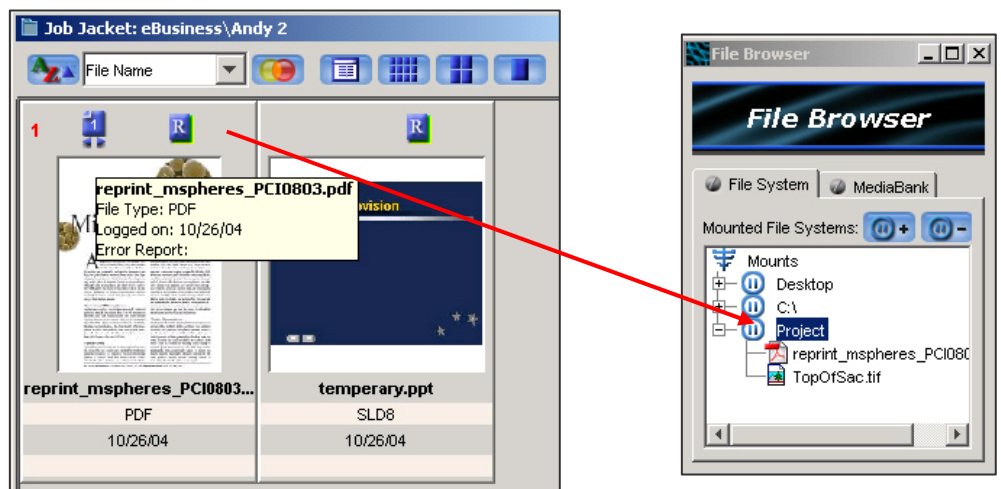


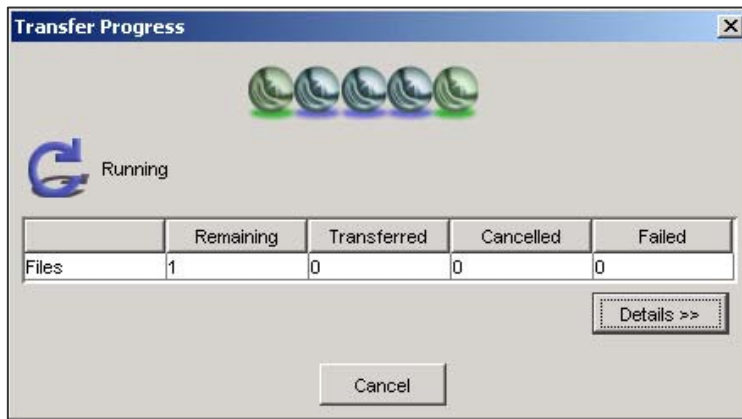
Drag-n-Drop To The File Browser

Once you have your mount points setup in the file browser, you can begin dragging elements to it. You will want to drag elements out of the DMR when you need to bring a copy of a file to your local machine. Elements that are TIFF or EPS image types need to be handled differently, than other element types. The reason for this is because it is highly likely they have both a hi-res and lo-res version.

The follow are the steps to drag-n-drop all element types to the file browser:

- Select the element you want to drag-n-Drop to the File Browser.
- Drag-n-Drop it to the folder in the File Browser.
- The Transfer Progress window will pop up while the file transfers to your local machine.





4. Look in the folder you just dragged to and the file should be there.

Note: Image files such as TIF and EPS has low and high resolution images. To Drag-n-Drop the hi-res image in PC, hold the “H” key down while drag the file to the folder in File Browser.

The MediaBank Tab

The client has several directories it uses to transfer files when certain file transfer requests are made. These working directories are stored in paths under a folder called MediaBank, which is created in your home directory on your particular OS.

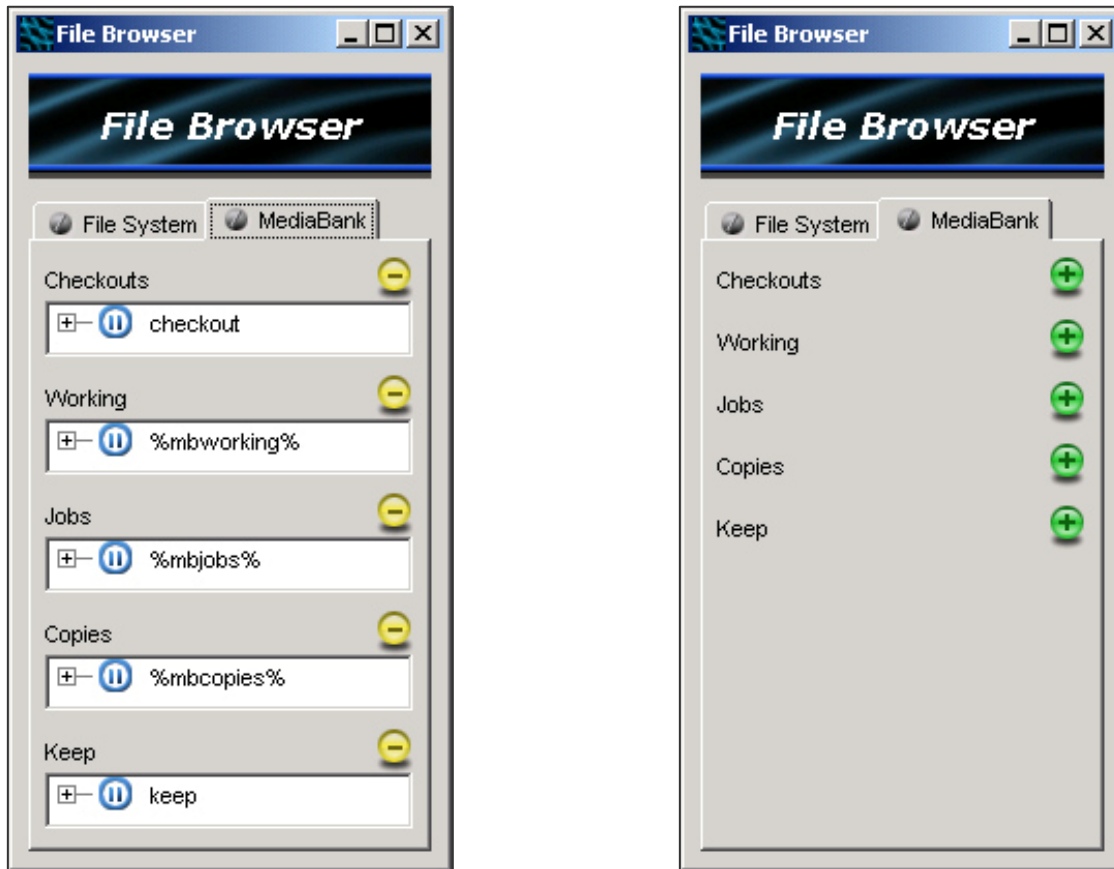
On windows the path to the MediaBank dir: `c:\documents and settings\your username\MediaBank\dmr.mmm.com\your username\`. On OS X the path to the MediaBank dir: `/users/your username/MediaBank/dmr.mmm.com/USPIN/checkout`.

You will see various folders under the MediaBank directory, but the most important folder is the one that is named with the server info you use to connect to the MediaBank server. This may be an IP address or a server name. Under that folder, you will see a folder named with your MediaBank username. It is under that folder where various working folders get created. Over time as you start using MediaBank more and more you will see the following working directories get created.

- %mbcopies% - Files transferred here when a request to open a copy of a non-page type element
- %mbjobs% - Files transferred here when a page type is checked out or open copy is done.
- %mbworking% - Files dragged into InDesign or Quark get place in paths under this directory.
- Checkout - Files transferred here when a non-page element type is checked-out.
- keeps - Temp folder that you can keep files in when performing releases or check-in.

If you click on the 'MediaBank' tab in the 'File Browser' window, you should immediately see the link between the folders described above and what it is displaying.

This tab has mount points to the directories described above. It's providing shortcuts to the MediaBank client working directories. This saves you from having to look for the folders or files by browsing on your file system to the directories. These mount points are always available in the file browser. You can minimize the frames that you don't use by clicking on the yellow button with the minus sign on it.



The above images show File Browser MediaBank Tab with all working directory expanded and closed

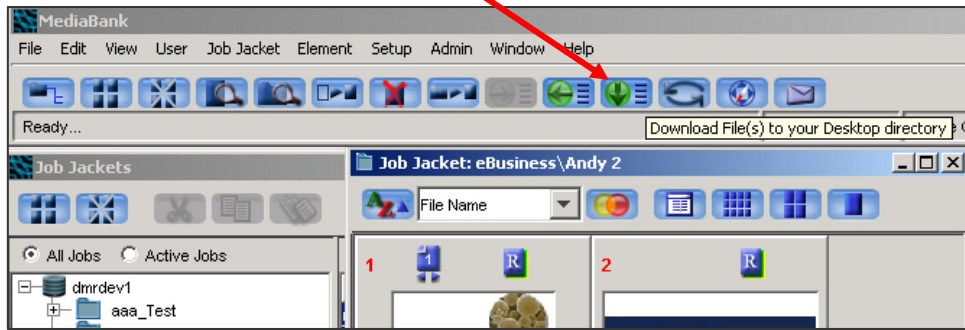
Download to Desktop Tool

Download to Desktop tool is another option to download content from DMR to your desktop. After you selected the element(s), use one of the three following options.

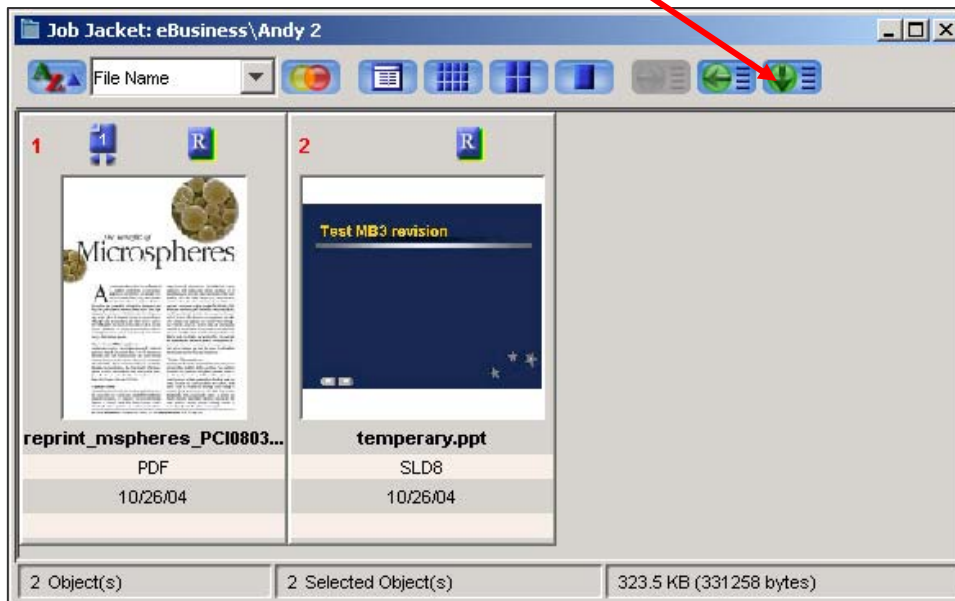
1. As menu option under **File > Export > Files To Desktop**



2. As a button in the main toolbar



3. As a button in the toolbar of all browser windows

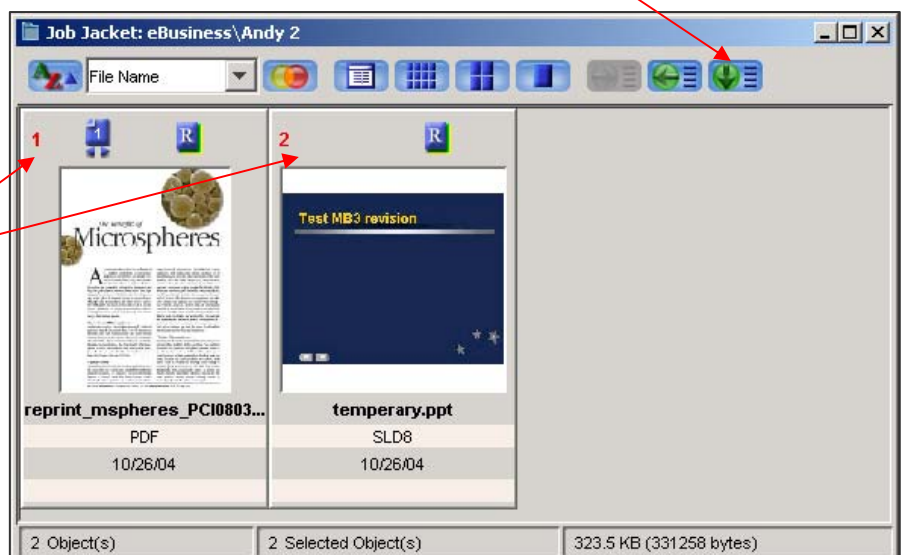


Steps to use Download Element(s) To Desktop

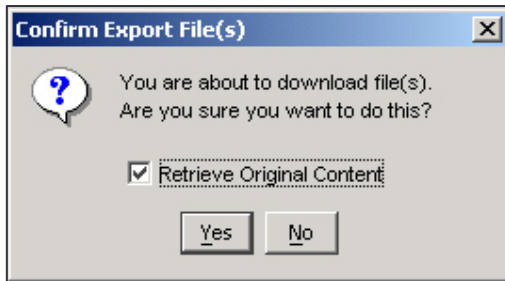
1. Select element(s) in the browser window
2. Click the "Download to Desktop" button in the browser toolbar

Step 1

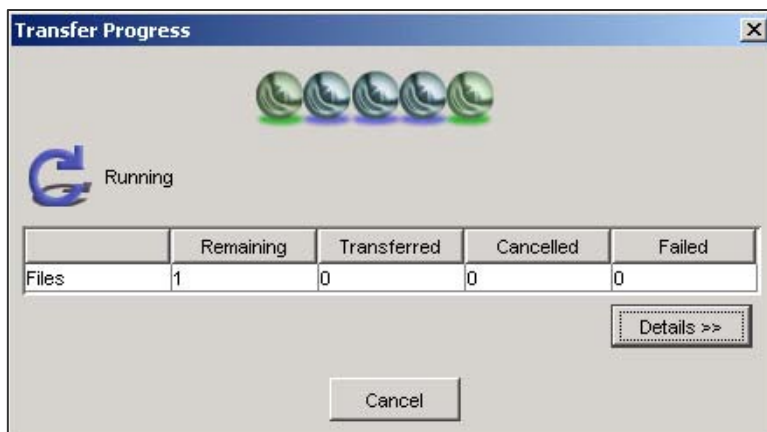
Step 2



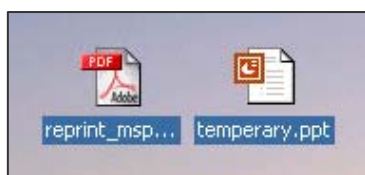
3. If you have the “User Preference” option “Component type on Export” set to prompt, you will be prompted with a question on whether you want to continue the download and asked which type of files you want to download. You have the choice of hires or lo-res. You will only get lo-res if the files being downloaded have lo-res files, else you will get hires. If you check the option 'Retrieve Original Content' you will receive all hires files. Click the YES button to start the download.



The transfer window will pop up and the files get transferred to the desktop on the local machine.



4. Files located on the desktop



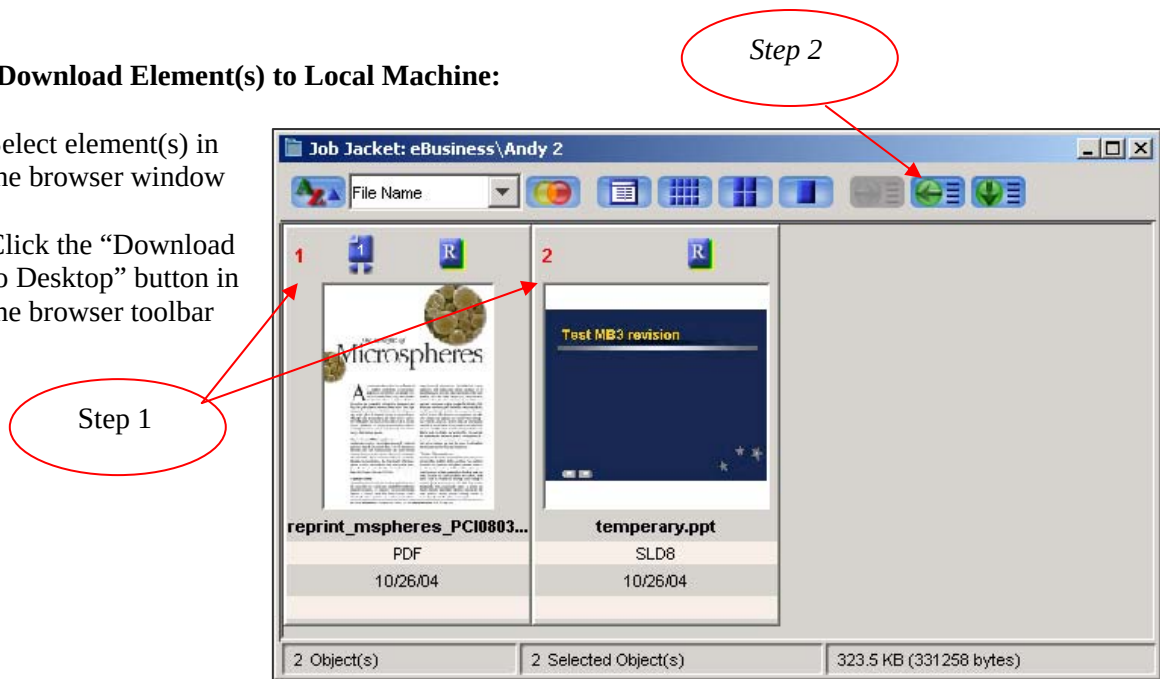
Download to Local Machine

This tool is almost exactly the same as the “Download to Desktop” tool except it prompts you to choose a folder to transfer the file(s). The button also located in three places same as “Download to Desktop”. The arrow on the button pointed to left instead of pointed down.

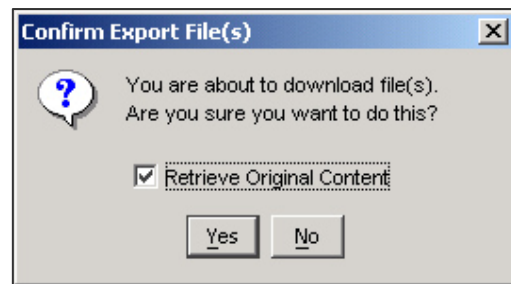


Steps to Download Element(s) to Local Machine:

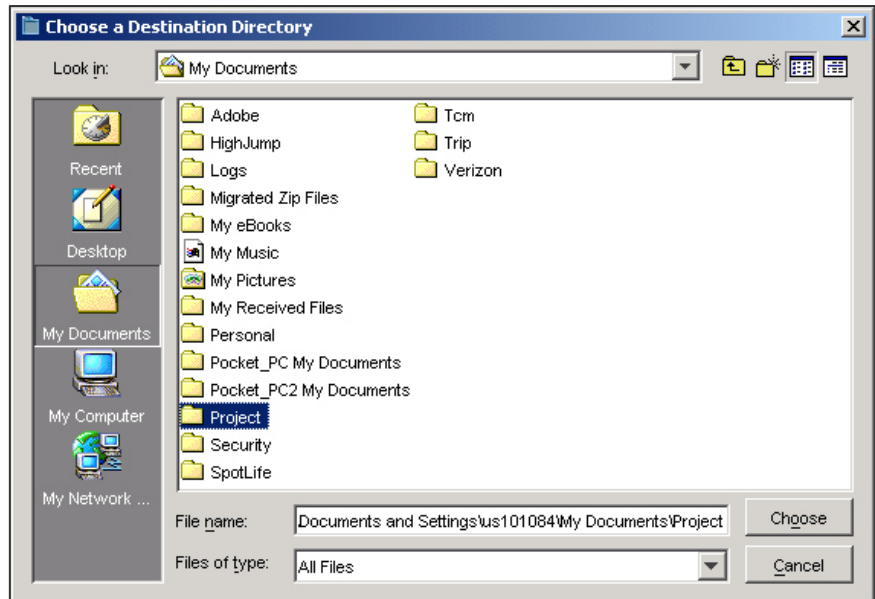
1. Select element(s) in the browser window
2. Click the “Download to Desktop” button in the browser toolbar



3. If you have the “User Preference” option “Component type on Export” set to prompt, you will be prompted with a question on whether you want to continue the download and asked which type of files you want to download. You have the choice of hires or lo-res. You will only get lo-res if the files being downloaded have lo-res files, else you will get hires. If you check the option 'Retrieve Original Content' you will receive all hi-res files. Click the YES button to start the download.



4. A window titled “Choose a Destination Directory” is going to pop up. Browser to and select the folder you want the files to download to.
5. The transfer window will pop up and the files get transferred to the folder on the local machine.



NOTE: If you prefer to always get lo-res or hi-res files and don't want to be prompted when downloading files, go into your “User Preferences” and set the “Component type on Export” option.

Open Copy

The open copy function copies a file to your local machine and opens it in the application that is associated with that file type. For example, if you select a Photoshop file element and perform an open copy, it will be copied to your local machine and opened in Photoshop. You use the open copy function to just get a copy of a file.

In a workflow you might use this function to just open a file to look at it. You might use open copy to open a file that you are going to edit and make a new file with. This function is not for making permanent changes to files on the MediaBank server.

NOTE: The operating system is what handles which application a file opens in. If there is a problem opening a file, it's probably because the operating system doesn't know which application to use. For example, Windows doesn't know how to open files that are missing an extension.

To open an element(s) with the “Open Copy” function:

1. Do a search or open a job jacket and select the element(s) that you would like to open.
2. You have these options to launch the open copy function:
 - Go to main menu, select **Element > Editing > Open Copy** menu option
 - Do a right-click [PC] or control+click [Mac] on the element and go to **Editing > Open Copy**
 - Just hit the Enter key on your keyboard. This is the fastest method.
3. The Element Transfer Window will open as the file transfers to your local machine.
4. The file will then open into the application it's associated with.

Where does the file get transferred?

The file gets transferred to your local machine into a directory called %mbcopies% located under the MediaBank directory in your home directory.

On the Windows Operating System, the path is something like this:

c:\documents and settings\User PIN\MediaBank\DMR.mmm.com\ User PIN\%mbcopies%

On the OS X Operating System, the path is something like this:

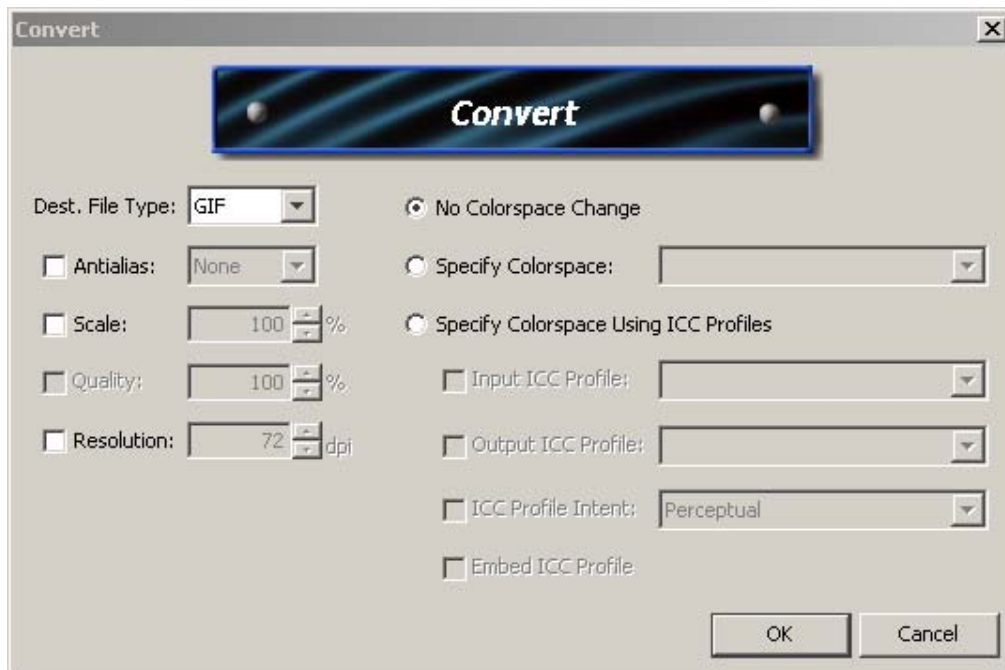
System Drive\Users\Username\MediaBank\Server\MediaBank Username\%mbcopies%

The file will remain in the %mbcopies% directory until you remove it and it is perfectly OK to move the files out of there.

Convert and Export Assets

You can easily convert assets to a variety of image formats, and export the converted files to your computer. To do this, select one of the following options:

- **File > Export > Convert and Export Assets**
- **Element > Export > Convert and Export Assets**



The following table explains the options offered on the **Convert and Export** dialog box:

OPTION	DESCRIPTION
Dest. File Type	Choose the destination file type to convert the selected elements to.
Antialias	Set the antialias level.
Scale	Set the scale.
Quality	Set the export quality for JPEG conversions.
Resolution	Set the desired resolution.
No Colorspace Change	Select this if you want to keep the original colorspace of the selected elements.
Specify Colorspace	Choose a colorspace for exported conversions.
Specify Colorspace Using ICC Profiles	Use ICC profiles for the conversions.
Input ICC Profile	Select to apply an input ICC profile. Select the input ICC profile.
Output ICC Profile	Select to apply an output ICC profile. Select the output ICC profile.
ICC Profile Intent	Select to apply an intent. Select the intent.
Embed ICC Profile	Not only use the ICC profile during the conversion, also embed it in the file.

Chapter 5: Reporting features

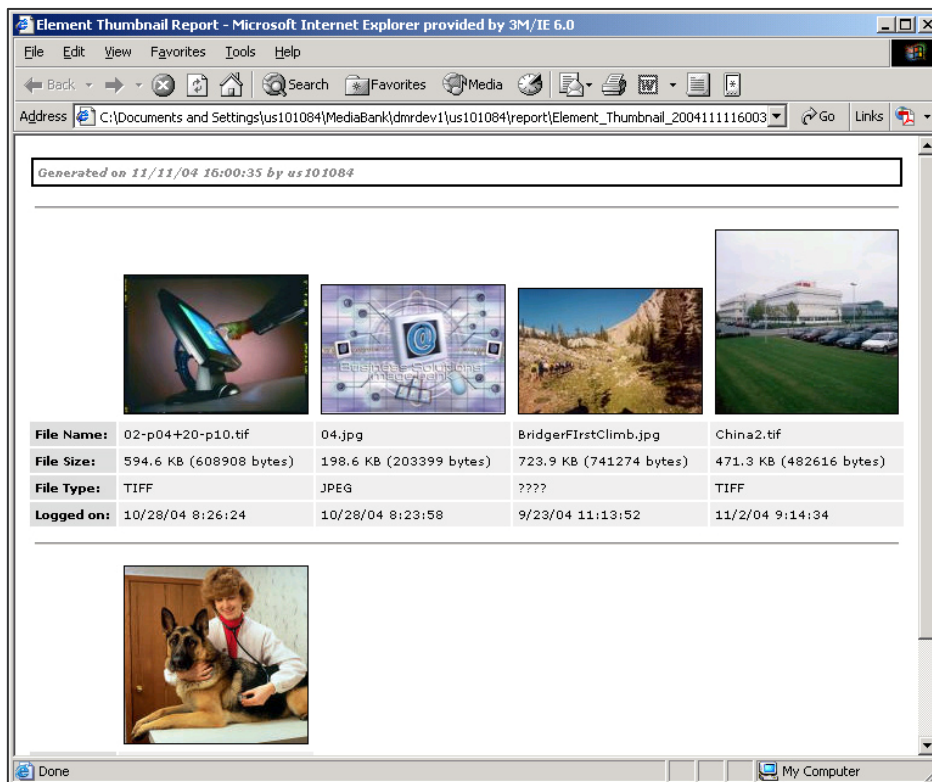
Reports

Overview

There are two types of element reports that can be generated within the DMR. Both of the reports use Web technology to display the contents. If you don't have an enabled Web browser on your work station, you will not be able to create reports.

Element Thumbnail Report

This report produces rows and columns of element thumbnails with fields displayed under each.



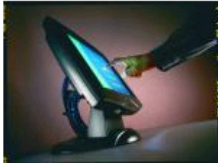
Steps to create a Thumbnail report:

1. Go to the “User Preferences” dialog and select the fields you would like displayed under the thumbnails.
2. Open a job jacket or perform a search.
3. Select the elements you would like to place in the report.
4. Go to **Element > Reports > Generate Thumbnail Report**. You can also press control+P [PC] or command+P [Mac]
5. The client will build the report and display it in your default web browser.

Element Details Report

The Element Details Report including element properties, history, and which jobs it linked to.

02-p04+20-p10.tif
Generated on 11/11/04 16:02:31 by us101084



System Information	
File Name:	02-p04+20-p10.tif
File Size:	594.6 KB (608908 bytes)
File Type:	TIFF
Element Type:	TIFF
Creator:	LMAN
Width:	1 in
Height:	0.7 in
Planes:	4
Resolution:	400.0252 dpi
Color Depth:	32-bit
Last Edited by:	eu005823
Last Edited on:	11/9/04 8:26:14
Current User:	
Logged by:	eBusiness\Janice's Test
Logged on:	10/28/04 8:26:24
Locked:	false
Times to Film:	0
Times Proofed:	0
Last Printed on:	
Has TIFF Viewfile:	true
Has EPS Viewfile:	false
RGB Viewfile:	false

Steps to create an Element Details Report:

1. Select an element(s) that you want to create a report for.
2. Go to **Element > Report > Generate Details Report**
3. The client will create the report and display it in the default web browser.

NOTE: The thumbnail and element detail reports can also be created from the “Element Properties” window. There are two buttons that will create the reports with a single click.

Chapter 6: Preparing files for loading

General DMR Digitization Specifications and Guidelines

Overview

Files that are placed into the DMR require preparation. The standards below are to provide a high quality file that can be reused or repurposed for a multitude of projects or outputs.

Photographic Digitization Specifications

Source file: Highest quality, high resolution, three-color RGB file (LZW compressed). IBM TIFF at 300ppi, 12 to 18 megabyte scan or digital photography capture.

File platform: Files should be saved for the PC platform.

File extensions: Utilize file extensions on all files saved (TIFF-.tif, EPS-.eps, etc.).

Although the DMR has cross-platform capabilities (Macintosh and WIN/PC), file names of elements placed into the DMR must contain the dot extension of the producing software. File names should not be more than 31 characters including the dot extension at the end of the name, thus enabling Macintosh computers to utilize the file without filename truncation. The user will have a maximum of 27 characters to name the file appropriately. Files placed into the DMR without the appended extension will not flow to the GEDW; as a result, an Error Report will be generated.

Color Space: Users can load image files that are CMYK (Cyan, Magenta, Yellow, Black) into the DMR if there is a business need. Many of the US business units are doing a mixture of both colors.

CMYK versus RGB

We recommend that photographic (Photoshop) files saved as RGB color files for the following reasons:

- RGB is a smaller file size. For instance, the same photo as a 12 MB RGB file is a 16 MB CMYK file. The actual color information, i.e. The number of hues available, is larger in RGB. Although CMYK is a bigger file, it actually has less color information because of the 4th channel.
- CMYK is generally “tweaked” for a particular printing press, ink and paper combination. Generally speaking, the best results are achieved on a certain press if the image separations have been custom separated for the particular press, ink and paper combination.

- By saving in RGB, you would be able to have each printer custom separate the file for their particular print conditions, thus giving you the highest quality image on the press. The downside to this would be that every time a file was downloaded as an RGB the printer or separation house would charge you to separate it to CMYK, which could be costly. If a lot of retouch work has been done in CMYK to make a particular hue(s) print correctly on a printing press, then that file is probably more valuable saved in the DMR in the CMYK color space.

Note: We do not recommend that CMYK files be converted back to RGB for storage on the DMR, this is a sure way of destroying delicate color information! If your original file is CMYK created by a skilled professional, then the best thing is to load it to the DMR just as it is.

Non-Photographic Specifications

Adobe Acrobat: All complex documents, such as PageMaker and QuarkXPress, should have a companion Adobe Acrobat file created for easy distribution and viewing on computers that do not have Quark or PageMaker available.

Acrobat PDF saved in the DMR can be utilized for output through PoW! (Products on the Web), DataExpress, CLIF and other downstream applications. Therefore, PDF files are an excellent document source for technical, brochure, collateral and other documents for use in e-Business. We encourage you to create a PDF document for use in these applications and distribution regardless of whether the high resolution QuarkXPress, InDesign or other originated documents uploads to DMR.

PDF files need to be optimized before being uploaded to DMR for byte serving. Byte serving, also known as page-at-a-time or byte-range downloading, enables you to view a PDF file from a Web server before the entire file is downloaded.

Line art: Saved as EPS in Macromedia Freehand or Adobe Illustrator, IBM PC-compatible *format, 8 bit, with dot extension.*

Supported characters and naming files

Supported Character List for DMR

All file and folder names should use alphanumeric characters only.

Supported database characters are:

0-9, A-Z, a-z _- space anywhere but the beginning of a title.

Unsupported database characters

? “ ’ \ { } ! # \$ % & () * + , . / : ; < = > @ [] ^ | ~ carriage return, trade mark, copyright, and other special symbols not displayed in the supported characters list above.

File naming conventions (Important Information)

File name should be descriptive of the file contents, easily understandable.

Follow these general guidelines for naming:

- Make sure file names and extensions are in place.
- Do not use slashes or any special characters.
- Files name **must** be limited to fewer than 31 characters. Files loaded into the Digital Media Repository and their names are longer than 31 characters will **not** load into the Global Enterprise Data Warehouse.
- Use file extensions. This is mandatory. To help, use the following table for software version and extension list.
- Each file name loaded into a Parent must be unique. Files loaded with duplicated existing file name in a Parent job jacket structure will not load.

Software	Extension (Example)	Export Extension
Adobe Acrobat	.pdf	.eps, .ps, .tif
Adobe Illustrator	.ai	.eps, .pdf
Adobe PageMaker	.pm6, .pm65, .pm7	N/A
Adobe Photoshop	.psd	.bmp, .eps, .jpg, .pdf, .pict, .tif
Macromedia Authorware	.a4p	.exe
Macromedia Director	.dir	.exe
Macromedia Freehand	.fh7, fh8	.eps, .pdf, .pict
QuarkXPress	.qxd	N/A
PowerPoint	.ppt	N/A
Microsoft Word	.doc	.pdf
Microsoft Excel	.xls	N/A
(Movie or Sound)	.avi, .mpg	N/A
(Web)	.html	N/A

Questions? Please contact your Corporate Marketing DMR consultant.

When appropriate, please correspond the file name to the product name, a step in the process, a procedure or the file name of the collateral piece to which it is linked.

We recommend teaching 3M vendors to name files appropriately as soon as possible in the creative process with names that tell the world something about that file. Utilizing product model numbers such as 8110.tif or short descriptions in the file name, such as littmann_scope_family.tif, are much more descriptive to everyone.

Digital Image File Standards - New Digital Photography

The following standards are for new photography that is being created for the placement into the DMR. (These minimum standards do not address beauty shots of 3M products on special backgrounds, products in use in real life or staged settings, or artistic depictions of 3M products and services that should also be put in the DMR for reuse.) However, the exposure guidelines below would still be applicable.

Image background: Shoot all products on a neutral midtone gray background. All image backgrounds should have a mild graduated sweep, going from light to dark.

Image lighting: Product should be lit with the main light from the left side. The tonal curve for these images should remain within a four-stop range. Highlights should be placed one half stop from the zero point of the tone curve.

Camera angle: Camera angle should be approximately 45 degrees above the product surface.

Digital image file type: Digital image file should be RGB, PC, TIFF, LZW compressed and must be a least 12 megabytes in size.

Clipping Paths: All images shot to the standard specifications will have a clipping path created around the outline of the product. These clipping paths can be created in Adobe Photoshop. With clipping paths, created and saved, users will then be able to easily modify the background.

Digital image exposure guidelines: For a correctly exposed digital photographic image, you need to read the tonal information within that file. This information can be found either in the photographic digital camera supporting software or within Adobe Photoshop. In the Photoshop software, go to the View menu, and open Info Palette. By moving your mouse through the image you can assess the tonal values. A properly exposed image will have the following tonal information:

Shadow tonal values: 8-12*

Midtone tonal values: 126-130**

White tonal values: 242-246*

All images should be set to neutral on the midtone of a pristine Kodak Gray Scale.

Preflighting – File Preparation for Loading

*Both the shadow and the white tonal values denote the last value that will contain image detail.

** As a reference use the middle tone value from the Kodak Gray Scale.

How do you ensure that the marketing literature and images you have are ready for loading to the DMR? This appendix provides the steps to follow to ensure your literature and images are complete and usable for eBusiness. These steps, known as Preflighting, provide a systematic process for checking 3M marketing communication literature files and image files for completeness and quality before uploading to the DMR. The contracted DMR service bureau or other contracted key strategic suppliers must perform this process before loading files to the DMR.

Assure That All Files Are Collected

To prepare files for DMR, first open all digital files to check whether standards are followed, then perform the DMR file preflighting process.

Open the page layout document file either in QuarkXPress or Adobe InDesign format. Review and verify that all digital files used are collected before uploading.

- If linked digital files are missing, contact your 3M client who determines if the files exist elsewhere, or if a new document or linked files should be created.
- If linked files exist elsewhere, the 3M client provides the missing files to the service bureau or key strategic supplier.

- If a new document is created, follow 3M digital photography or image and file standards. See standards later in this document.

When you exit the document, make sure the “save preview box” in QuarkXPress is checked. When all files are provided, you are now ready to initiate the DMR file preparation process.

Initiate File Preparation for DMR - Step 1

1. Open Adobe Photoshop image files first. Check that images:
 - Have CYMK color space. Do not change color space back to RGB.
 - Are in one image file. If not, combine separate DCS (Desktop Color Separation) and eps (encapsulated postscript) formatted color files into one image file.
 - Have acceptable image quality. Eliminate scratches, spots, thumbprints etc.. Crop out black edges surrounding the image.
 - Have image resolution of at least 300dpi/ppi (dots per inch/pixels per inch).
 - Have clipping paths. Add clipping paths when appropriate to product images in the digital scan or digital photography.
 - Follow file naming conventions. File name should describe the image, include the product name if applicable, and correspond to the brochure name. All image files should be saved as TIF, LZW compressed PC formatted files.

All file names loaded into the DMR should be unique. In addition, Mac-saved Quark documents are better than PC, because a thumbnail is generated.

- Follow PC file saving conventions. To be compatible with the PC windows environment, save image files for the PC. These files also are compatible with the Macintosh operating environment.

Initiate File Preparation for DMR - Steps 2 & 3

2. Open preflight illustrations or line art files. Illustrations are usually produced in Adobe Illustrator or Macromedia Freehand. Check images for:
 - Fonts in outline. Fonts must be converted to outline to avoid font issues between the two platforms.
 - File naming conventions. A file name should describe the line art or illustration. If that is not appropriate, the file name should remind the user of the product name, step in the digitization process or the collateral piece to which it is linked.
 - PC files saving conventions. Save as a PC 16-bit eps with a tif preview.
3. Create an Adobe Acrobat PDF file to encompass all the digital files used. This file can be viewed, downloaded, checked and printed on a laser writer. It provides access and viewing capabilities for DMR users without the native software applications. To determine appropriate distiller settings for the proper usage of the PDF file, work with your 3M clients. Recommended settings for communications output depend on the specific communication requirements:

	Screen Resolution PDF files	Fax on Demand Resolution PDF files	High Resolution PDF files
Created for	Intranet/ Internet/Extranet	Fax On Demand, fax machine or desktop application	Print On Demand at customer information center (CIC)
Quality:	Lowest at 72-96dpi	Medium at 200-300dpi	Highest quality without loss of color information 600dpi
Capabilities:	View on screen or print to laser printer	Appropriate for fax machine or print to laser printer	Print on demand
Compression	Zip/jpg high	Zip/jpg medium	Uncompressed
Fonts	All embedded	All embedded	All embedded
Color	RGB	RGB	CYMK
Device	Independent	Independent	Independent
Save as	Binary file	Binary file	Binary file

Initiate File Preparation for DMR- Steps 4, 5 and 6

- Files are now ready to be loaded to the DMR. See “Cataloging elements” section in Chapter 7 of this manual.
- PDF files should be optimized. See “Optimizing PDF Files” *for use in DMR* in this chapter.
- Once uploaded, the 3M client, or at the direction of the 3M client the DMR service bureau, or the contracted supplier must review each individual file. Some possible changes may include changing metadata that supports the file. Complete all descriptive image and file information.

If the digital files are to be send back to the 3M client, make sure the removable media provided can be read on both a PC and a Macintosh computer.

Optimizing PDF Files for use in DMR

To use byte serving, you need to make sure your PDF files are optimized before you upload them to the DMR. Optimization works as a flag for other corporate systems and the web by indicating how the file was designed for use. For example, you have a choice of Original, Web, FAX and Offset Print. You can optimize files individually using the Save As command in Adobe Acrobat Professional 6.0, 7.0 or you can use Acrobat Professional to batch optimize all the PDF files in one folder. Each of these methods is explaining in the sections that follow.

Optimizing PDF files in Acrobat for Windows

- To optimize a PDF file in Acrobat Exchange, choose **File > Save As** from the main menu bar.
- The Save As dialog box appears: Check **Optimize**, then single-click the **Save As...** button.
- The file is optimized and ready for uploading to DMR.

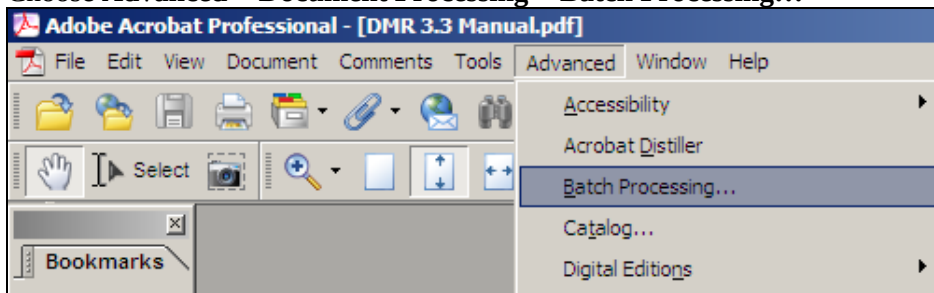
Create PDF with Distiller in Acrobat 8.0 Professional for Windows

1. To set Distiller for file optimize start Acrobat Distiller dialog box.
2. In **Job Options:** > Select one of the choices.
 1. From the Distiller menu, select **Setting > Edit Adobe PDF Settings ...**
 2. Click **Optimize for fast web view**, and *single-click* the OK button.

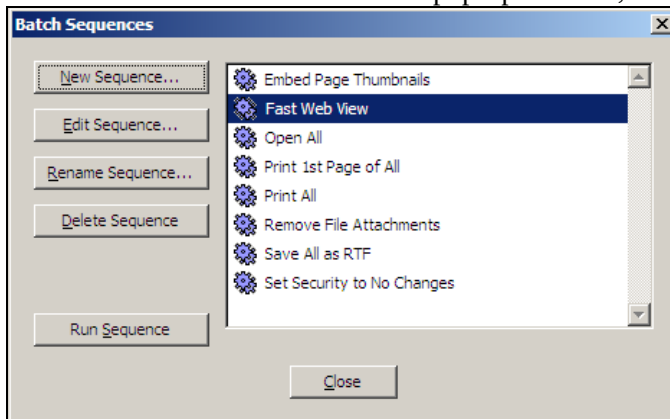
Batch Optimizing PDF files for fast web view in Acrobat Professional 8.0 for Windows

To optimize all PDF files within a folder:

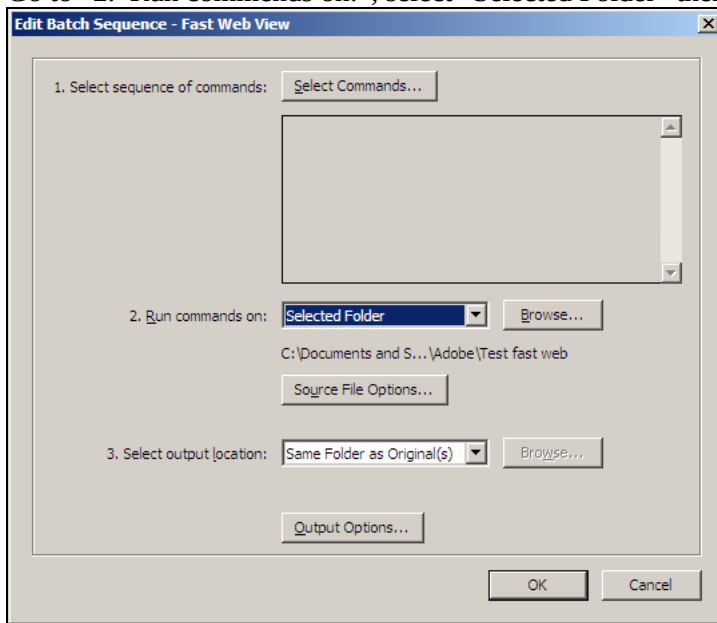
- Choose **Advanced > Document Processing > Batch Processing...**



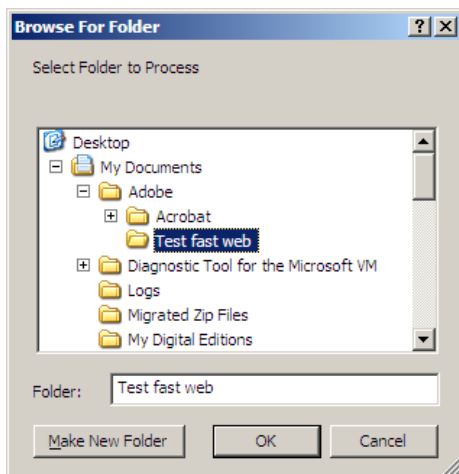
- Select "Fast Web View" in the next pop-up window, then click on the "Edit Sequence" button



- Go to “2. Run commands on:”, select “Selected Folder” then click on “Browse...”



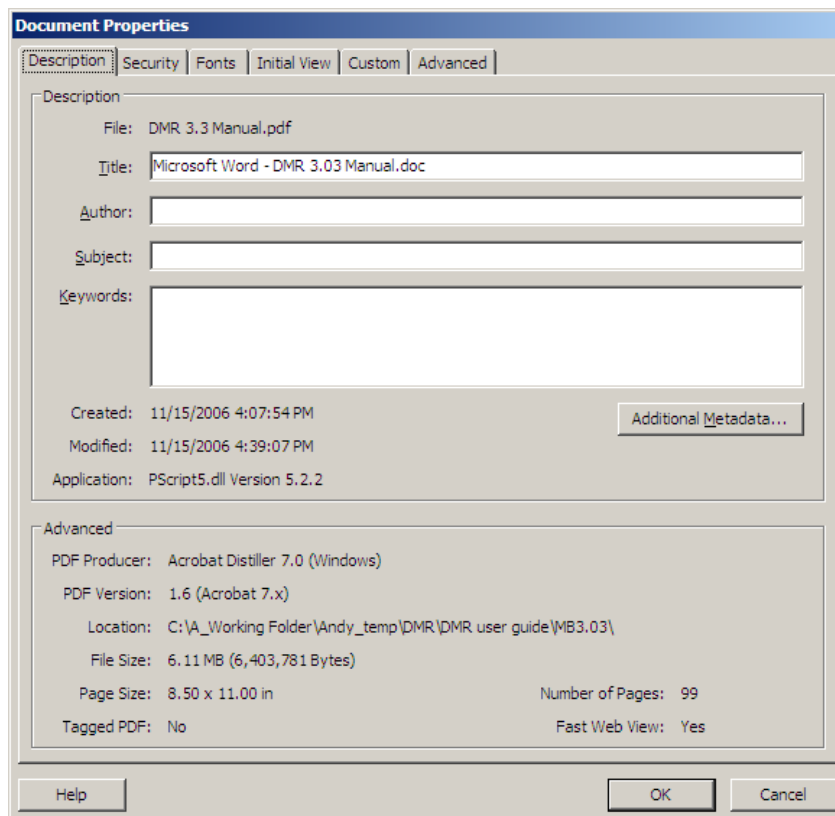
- Select the folder with the PDF files for optimize for Fast Web View, then click “OK”



Checking for Optimization

To check whether a PDF is optimized for Fast Web View in Acrobat 8.0 Professional or Acrobat Reader 8.0:

- Open the PDF file
- In Acrobat choose **File > Properties**

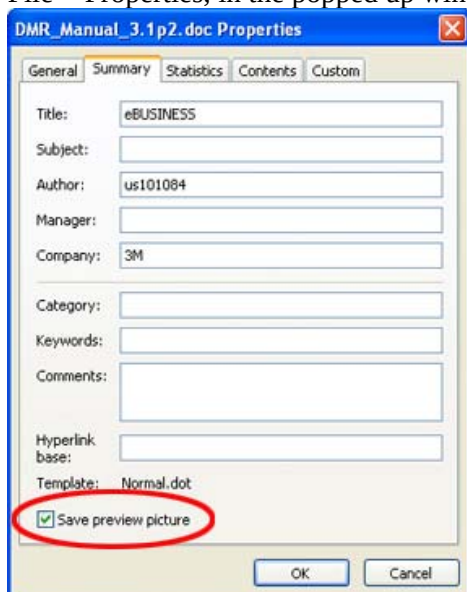


3. Note whether Fast Web View is “Yes” or “No”

Microsoft Office Files

Enable for DMR to generate the element thumbnail for Microsoft Office files (doc, ppt and xls), the ‘Save preview picture’ check-box must check before save the file and upload to DMR.

File > Properties, in the popped up window under Summary tab, check the ‘Save preview picture’ box.



Chapter 7: Populating the DMR

.Overview

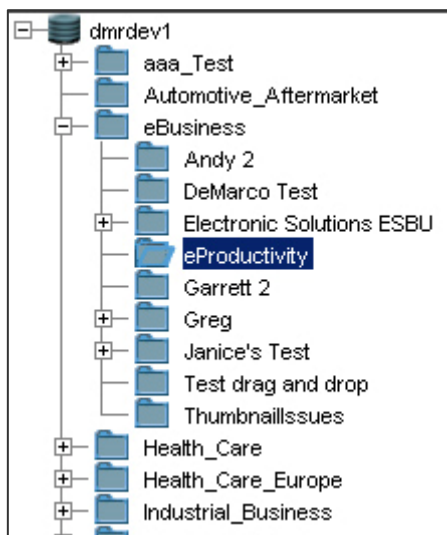
- A job jacket is a container for a logical collection of elements (*files*).
- Sub job jackets are those job jackets located within job jackets which are directly located beneath the All Jobs job jacket.
- Job jackets can contain pointers (aliases) to elements located in other databases.
- Job jackets are used by the end user to browse, access and manipulate elements.

Creating Sub Job Jackets (Modifies)

Note: Sub Job jackets can only be created by the user with modifier access to the targeted catalog(s)

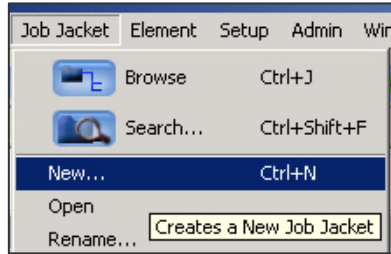
Steps to create a new job jacket:

1. Select the job jacket you are going to create the new job jacket under it.

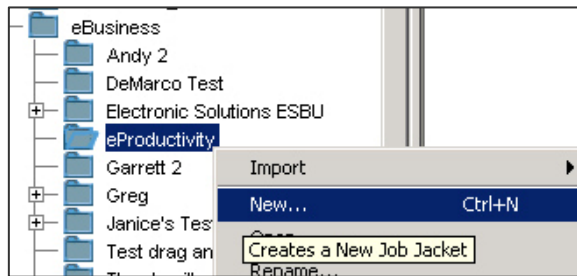


2. You have a choice of one of the following.

- Go to main menu, select **Job Jacket > New**

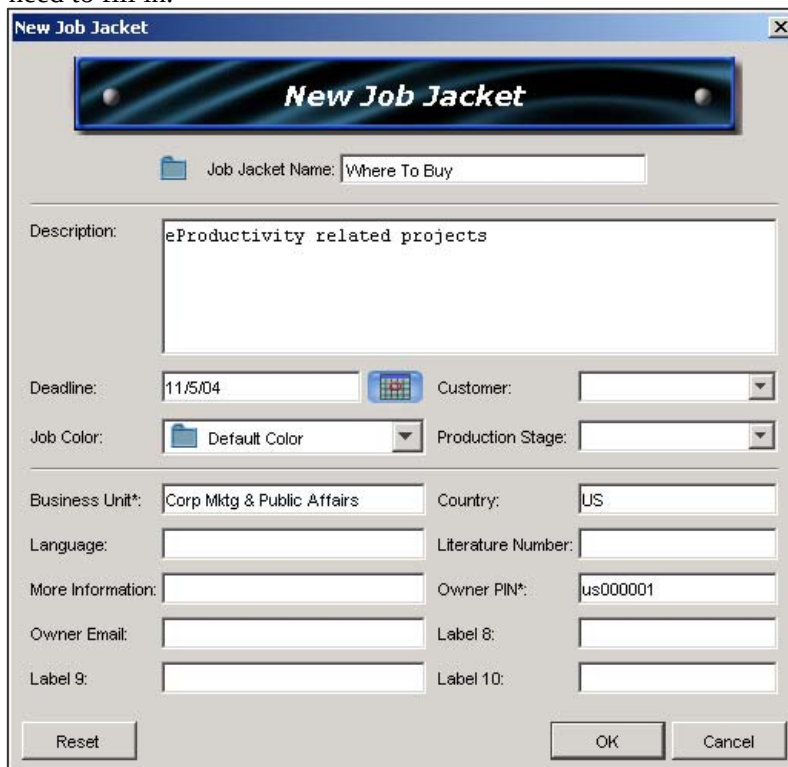


- *Right-click* [PC] or *Control+click* [Mac] on the job jacket and click new.



- Type Control+N [PC] or Command+N [Mac]

3. The “New Job Jacket” window will open. Fill in the “Job Jacket Name” and any other fields you need to fill in.



4. Click the OK button when you are ready to create the new job jacket. If you wish to start over, click the RESET button, it will reset all the fields to blank. Click the CLOSE button to cancel the operation.

5. If you clicked **OK**, The newly created job jacket will appear in the tree.

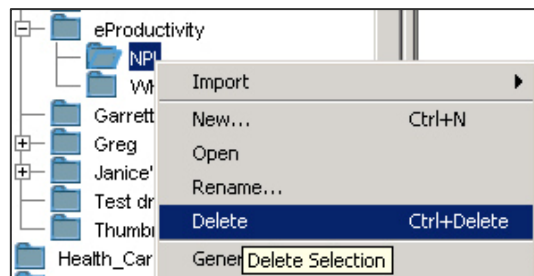
Deleting unwanted Job Jackets

One of the important concepts to grasp is the fact that deleting a job jacket that contains elements will not delete the elements. Remember, the elements linked to job jackets are just aliases. If you delete a job that contains elements, you can still find the elements via an element search. Only the Modifier of catalog has ability to delete job jackets under that tree. You may or may not have the ability to perform the steps below.

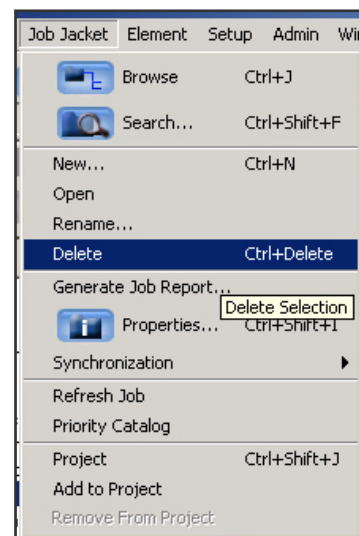
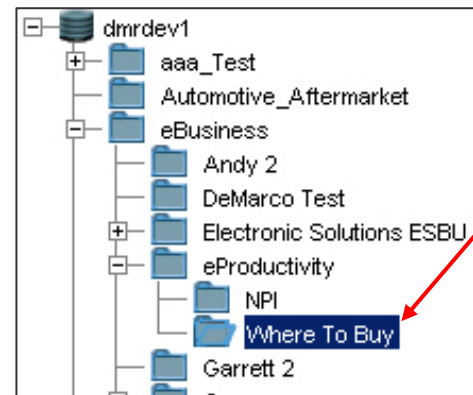
Steps to delete an unwanted sub jacket:

1. Purge element(s) from job jacket or move any element(s) in the job jacket to the other job jacket. The unwanted sub job jacket must be empty enable to delete. Conduct the sub jacket path search should confirm there is no element's file still pointing to the sub job jacket.
2. Select the job jacket you wish to delete. Deleting the job jacket will delete all of its sub jacket(s).
3. You have the choice of one of the followings:

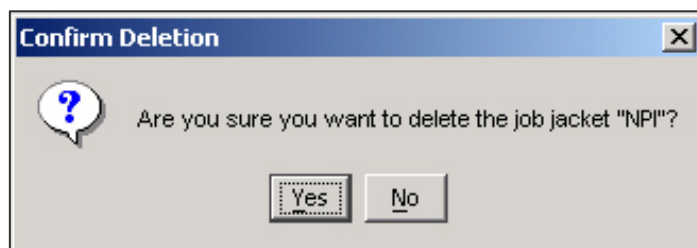
- Go to main menu, select **Job Jacket** > **Delete**.
- *Right-Click* [PC] or *Control+Click* [Mac] on the job jacket and click **Delete**.



- Type **Control+Delete** [PC] or **Command+Delete** [Mac] or **F9** key on both.



4. A confirmation window will open asking you to confirm the deletion. Click **"Yes"** or **"No"**.



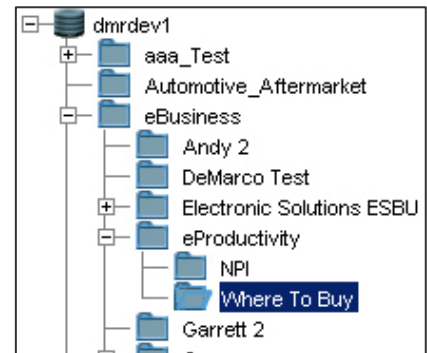
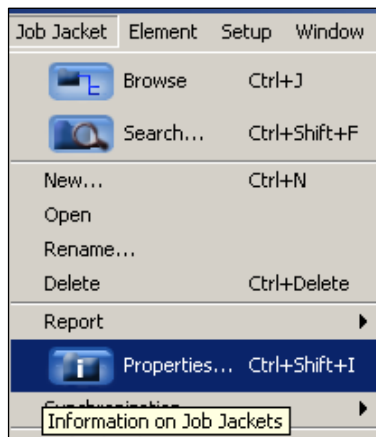
Job Jacket Properties (Modifiers)

Overview

- Metadata is information collected in database records for each job jacket.
- Must have editing privileges to modify the job jacket's metadata.
- The “Production stage” is not validated at the job jacket level, only at the element level.

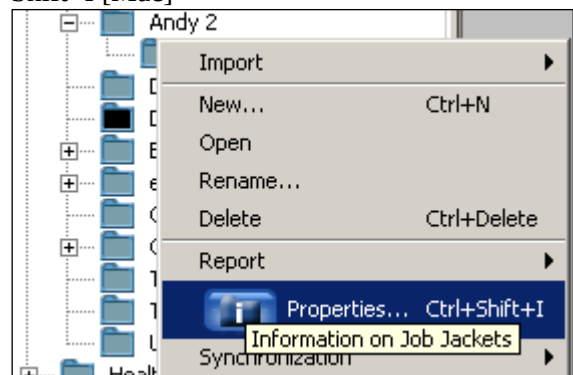
Editing Job Jacket Properties

1. Select the job jacket which you want to view the properties.
2. You have the choice on one of the following to open the **Job Jacket Properties**
 - Select the job jacket, go to main menu, select **Job Jacket > properties....**



- *Right-Click* [PC] or *Control+Click* [Mac] on the Job Jacket and click **Properties...**

- Type **Ctrl+Shift+I** [PC] or **Command+Shift+I** [Mac]



3. The “**Job Jacket Properties**” window will open. You can add data or modify the data in one or more of the fields. If you don’t have permission to modify metadata, the text boxes will not be enabled.

The screenshot shows a Windows-style dialog box titled "Job Jacket Properties [Where To Buy] *". The title bar has a close button (X) on the right. Below the title bar is a decorative banner with the text "Job Jacket Properties" in a stylized font. Underneath the banner is a folder icon and the text "Job Jacket Name: Where To Buy". The main area of the dialog is divided into several sections of input fields:

- Owner:** Text box containing "us101084".
- Creation Date:** Text box containing "11/12/04 15:38:52".
- Last Modified by:** Empty text box.
- Modified Date:** Text box containing "11/12/04 15:38:52".
- Archived by:** Empty text box.
- Archived Time:** Empty text box.
- JOBID:** Text box containing "1889".
- Description:** Large text area containing "eProductivity related projects".
- Deadline:** Text box with a calendar icon to its right.
- Customer:** Dropdown menu.
- Job Color:** Dropdown menu showing "Default Color" with a folder icon.
- Production Stage:** Dropdown menu.
- Business Unit*:** Text box containing "Corp Mktg & Public Affairs".
- Country:** Text box containing "US".
- Language:** Empty text box.
- Literature Number:** Empty text box.
- More Information:** Empty text box.
- Owner PIN*:** Text box containing "us000001".
- Owner Email:** Empty text box.
- Label 8:** Empty text box.
- Label 9:** Empty text box.
- Label 10:** Empty text box.

At the bottom of the dialog, there are four buttons: "Reset" on the left, and "OK", "Cancel", and "Apply" on the right.

4. Click the Apply or OK button to save your changes. Clicking the OK button will save the changes and close the dialog. Clicking the Apply button will save the changes and leave the window open. Clicking the Cancel button will close the window and your changes or entries will not be saved. It will not post warning before closing. If you wish to reset the entire fields click the Reset button, it will erase any data you have typed in.

Cataloging Element (Modifiers)

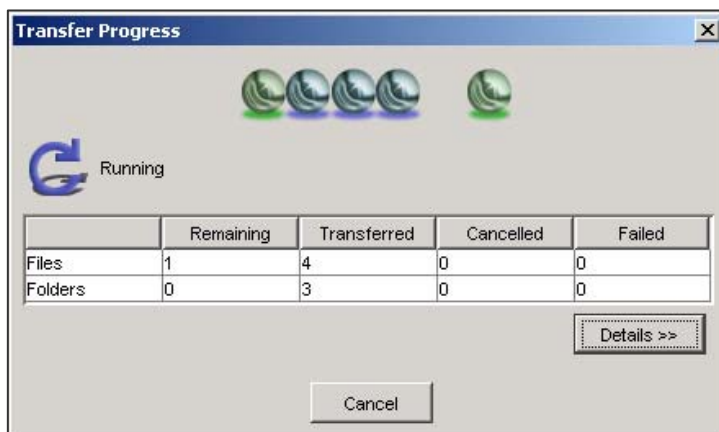
Overview

- The process of dragging and dropping folders and/or elements (*files*) into a job jacket.
- A database record will be created for each cataloged element (*file*).
- Folders and their contents can be cataloged in the DMR by dragging and dropping the top folder onto a selected job jacket in the job jacket window. The new job jackets (*folders*) and their elements (*files*) will match the original folder structure.
- 100\100\100 rule – Recommend to keep the element counts to fewer than 100 under each sub sub folder and 100 sub sub folders under each sub folder.

There are 2 ways to upload contents to MediaBank: *Dragging and Dropping* or **Import > Files**.

Dragging and Dropping file(s) into a Job Jacket

1. Select desired job jacket by *double-clicking* on it in the job jackets window.
2. Drag and drop desired element(s) (files) into open job jacket. The elements will automatically be transferred and cataloged. Wait until Logging Files window dismissed before cataloging further element(s) (files).



3. After a few moments, refreshing the active job jacket Control+R, F5 [PC], Command+R, F5 [Mac] will show the thumbnails for the newly cataloged elements.
4. The speed at which thumbnails for newly cataloged elements appear depends on the amount of activity by all users and the size of the files loaded. All files cataloged into the DMR are placed in a cue and processed individually for a thumbnail, preview and placement of the original into the database.

Mass loading job jackets and files into the DMR

Although files and folders can be created and placed into the DMR one at a time, the ability to mass load job jacket(s) and element(s) provides an efficient process for loading entire folder structures and its contents within.

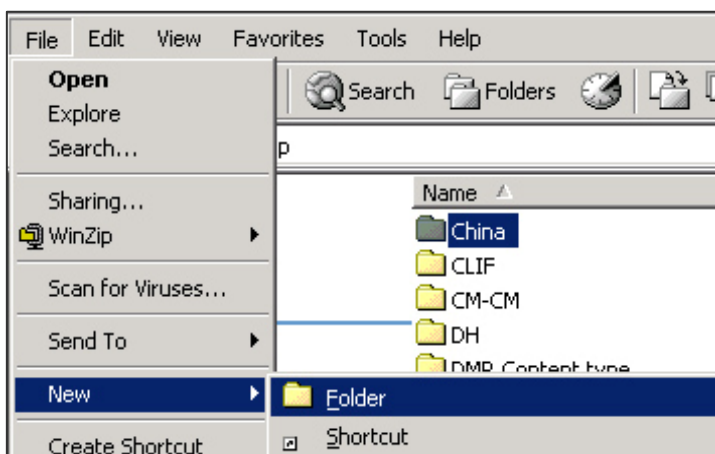
Creating folder structure on your desktop

Advantages to this process:

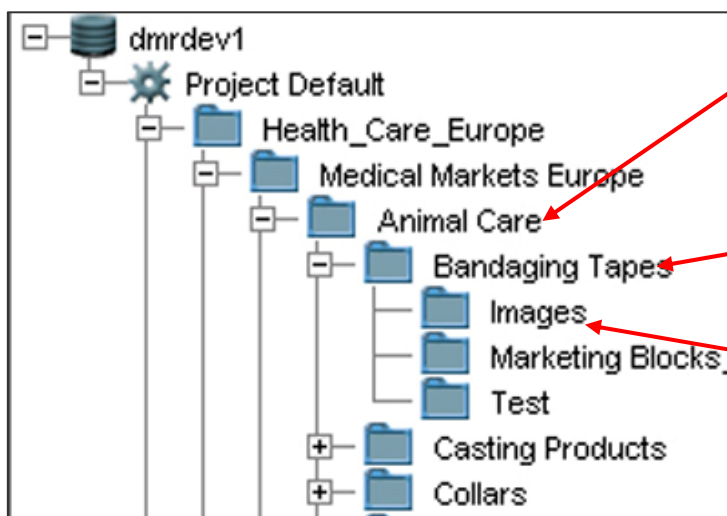
- Can change names of folders and file names
- Can rearrange folder structure and file placement
- If the structure is located on a server, other team members can review the organization and/or make changes
- Faster process for setting up and batch loading folders and files.

When building a folder structure on your desktop, the following steps can be completed on the desktop, through Window Explore or on a server.

In a Windows platform, right mouse click, select **New > Folder** and enter a desired folder name. Repeat the above process to create and organize your content targeted for loading. Because job jackets cannot be renamed or moved once loaded into the DMR, it is important to review structure and name prior to loading into the system.



Suggested organization structures



Top level is product category

Sorted by product

Then sorted by file type

Adding files into folder structure

Files are added to the completed folder structure located on your desktop, Explorer window or server and placed in the desired location. It is much easier to move and rearrange files located on your computer then to move cataloged elements once loaded into the DMR

Loading folder structure into the DMR

To load your structure, drag and drop into the DMR job jacket structure.

1. Open job jacket window, select **Job Jacket > Browse** to open job jackets window. Control+J[PC], Command+J[Mac] from the DMR main menu bar.
2. Expand structure to locate area for new job jacket structure.
3. Position DMR window so that the new folder structure located on your desktop and the targeted DMR structure are both visible.
4. Drag and drop structure from the desktop: highlight the job jacket name that you want the new structure to appear under and release.
5. The DMR will first create the new folders (job jackets) and then load the individual files that were located in the folders.

Tips and Hints:

- Use alphanumeric characters for file names (a-z A-Z 0-9 _ - .).
- Files uploaded to the DMR cannot contain a forward slash (/). The DMR validation process will flag these files with an error status; therefore, these files will not flow to the Global Enterprise Data Warehouse (GEDW). For additional information regarding the validation process, please see **Steps for preparing elements for the GEDW**.
- Prior to uploading, create short descriptive file names 31 characters or less including the file extension.
- Avoid cataloging more than 80-100 files in any one job jacket.
- Files cannot be dragged and dropped onto the root job jacket (parent). A folder containing files may be dragged and dropped onto the root job jacket or a sub job jacket created beneath the root job jacket and then files dragged and dropped onto the sub job jacket.
- Original (high resolution) elements can be copied out of the DMR by selecting the element(s) and performing a Hold “H” key-Drag-Drop [PC], Option-Drag-Drop [Mac], onto the user’s local desktop.
- A low resolution version of an element can be copied out of the DMR by selecting the element(s) and performing a drag-drop (for both the PC and the Macintosh) onto the user’s local desktop.
- Cataloging folders and elements at the same time must be done by dragging and dropping the folder structure onto a selected job jacket in the job jacket window. Folders will not catalog in an “opened” job jacket window.

- Element(s) may appear at any level of the job jacket hierarchy. It is advisable to place elements at the lowest level job jacket to enable users to browse for elements easily.
- QuarkXpress documents created on a Macintosh will generate a thumbnail. QuarkXpress documents created on a PC will not generate a thumbnail.

Linking Elements (associations)

The following two steps will create an “Association” or “Link” of original elements. This powerful ability allows the user to group elements together without duplicating or copying the original elements on the server’s disk.

1. Select desired element(s) in the Job Jacket or Search window.
2. Click-hold on one of the selected elements and drag and drop onto the desired opened Job Jacket window.

Tips and Hints:

- Image elements should be grouped or “linked” with their newly created page document elements. Example: When creating a document, search for elements within the DMR, select an element and drag a link (association) to the job jacket containing the document. This will keep the document and the associated elements together. This is very useful when having to download the document and elements to the printer, everything is in one place. Make sure to download the originals Hold “H” key-Drag-Drop [PC], Option-Drag-Drop [Mac] when sending to the printer.

Element Properties

Overview

- Metadata is information collected in database records for each element (*file*).
- Descriptive metadata should be entered to enhance searching capabilities. See Metadata Fields in this chapter
- User must have editing privileges to modify the element's metadata.

Editing Element Properties (Modifiers)

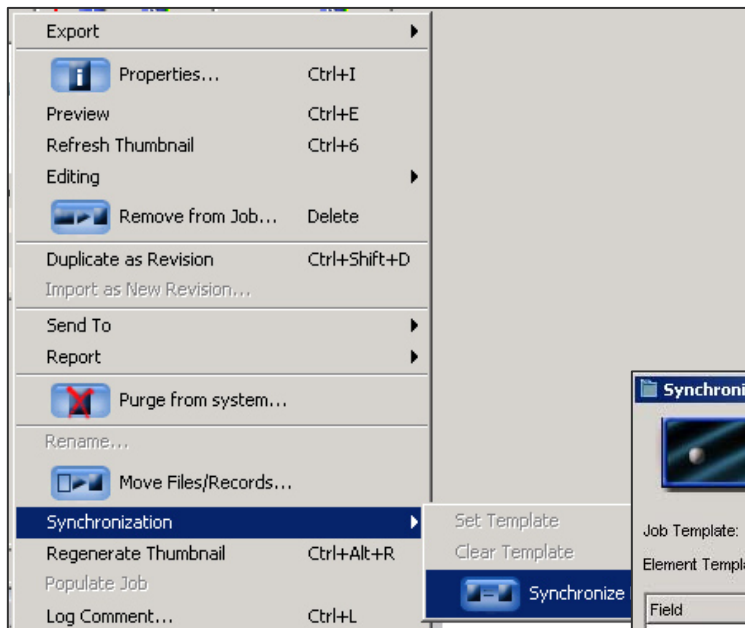
1. Select desired element by *single-clicking* on it in the Job Jacket or Search window.
2. Select **Element > Properties** in main menu toolbar to edit the element metadata or *double-clicking* on the thumbnail, or *right-clicking* [PC] on the thumbnail or select the element, then Control+I [PC], Command+I [Mac].

3. Fill in the desired fields and select **Save** or **Apply** to save your inputs. An asterisk following the field name indicated required fields.

Synchronizing Records

- Process of changing metadata fields for multiple elements simultaneously.
- For editing many elements which require identical modifications.
- Elements can be gathered by queries or by job jacket and then synchronized easily.

1. Select desired elements in the Job Jacket or Search window that you want to synchronize.
2. Select **Element > Synchronization > Synchronize Records...** to access the Synchronize Records window.



3. *Double-clicking* on the “Value” for dropdown choices or type in the common value for the element you had selected to synchronize.
4. Click **OK** or **Apply** to save your input(s) to start the synchronizing process or click **Reset** to clear your input(s).

The 'Synchronize Records' dialog box is shown. It has a title bar with 'Synchronize Records *'. Below the title bar is a decorative banner with the text 'Synchronize Records'. The dialog contains a table with columns: Field, Action, Value, and Separator. The 'Stage' field is selected, and its dropdown menu is open, showing options: 'Ready for Warehouse', 'Review', and 'Element Error'. At the bottom of the dialog, there are buttons for 'Set Action', 'Set Separator', 'Reset', 'OK', 'Cancel', and 'Apply'.

Field	Action	Value	Separator
User-defined 20 Overwrite			
Uploaded By	{No Change}		
Storage Refer...	{No Change}		
Stage	{No Change}		
Shooting Place	{No Change}		
Shooting Date	{No Change}		
Security	{No Change}		
Product	{No Change}		
Printer of Media	Overwrite		
Owner Pin*	{No Change}		
Optimization	Overwrite		
More Informati...	{No Change}		
Media*	Overwrite		
Maximum Order	{No Change}		
Marketplace N...	Overwrite		
Market	Overwrite		
Locked	Overwrite	No	
Literature Nu...	{No Change}		
Limitations	{No Change}		
Language*	{No Change}		

Mass metadata loading process

Listed below is a brief explanation of how this process works, along with the requirements for requesting a mass metadata load.

1. The user submits a request to the mass metadata extract to the contact person.
2. The contact person will extract the metadata for all elements in the specified database and create a metadata spreadsheet.
3. This spreadsheet will be send to the requester for update. All highlighted blue columns are the require fields.
4. Once the data has been updated, the spreadsheet is sent back to the contact person.
5. The spreadsheet data will be imported back into the DMR database and the metadata will be updated.
6. The requester will be notified once the DMR database has been updated.

Requests should be submitted via e-mail with all required information included. The requests should be send to Andy Kwong at akkwong2@mmm.com.

Required information:

- **Requester name, telephone number and e-mail address.**
- **Database name.** Example: Health_Care\Skin Health Products\Skin Care Products
- Only one database will be extracted to a spreadsheet; if you need multiple databases you may list them on one request, but a separate spreadsheet will be created for each one. These spreadsheets must remain separate – combining them will cause the update process to fail.
- **Completion date** – only if requesting a specified date that is later than the normal turnaround window.

Expected turnaround time

To create the extract spreadsheet for user update – one day.

To run the metadata mass load process –

The imports will be run either early morning or end of day to lessen both the impact on the system response time and the load times. If your updates are received between these two periods, they will be processed in an end of day run. Because the update process is an “on request” and not a scheduled process, updates will take into consideration system availability. Once the import is complete, the updated information will be available immediately. You will be notify once the process is complete.

Users are encouraged to submit a request ahead of time and include a requested **completion date**. Please remember if you do this, that your updated spreadsheet will need to be returned in a timely manner in order to ensure meets your requested completion date.

Please enter all of your spreadsheet updates in **red** or some color other than black – this will enable both you and the DMR team to determine what changes have been made.

Note: Any metadata updated “manually” in the DMR after the data has been extracted to a spreadsheet will be overlaid with whatever existed at the time the extract was created. Because of this, it is highly recommended that you coordinate this process with all other team modifiers of the identified job jacket(s). If at all possible, please hold off on any metadata changes in the databases you requested a mass load for until the import is complete.

Please key in your changes carefully! If you enter invalid data, it will load into the DMR exactly as it was typed, unless it's a field that uses a drop-down menu (e.g., security, media, content type, etc). In that case, the field will be populated with spaces.

Please direct any questions or comments about this process to Andy Kwong at (651) 733-0520 or akkwong2@mmm.com.

Tips and Hints:

- Element metadata is added after the file(s) have been uploaded.
- Metadata should be entered and used to facilitate complex searching.
- Use the Synchronize Records tool to assign metadata to a set of selected elements.
- The **Element ID** field is filled when the file(s) are uploaded. Each element will have a unique ID. Do not fill in any information in the **Element ID** field when performing a synchronize record.

Do not change the file name because the metadata mass load is based on matching the element's file name.

DMR Metadata Fields		
The DMR has many fields available that when utilized properly, will allow users to search and retrieve photos, documents and other elements in a very consistent manner. The following bolded fields in red with symbol “*” after the field names are required fields and must be filled out properly at a minimum for photos, line art, illustrations, Acrobat PDF files, etc. to flow to GEDW (Global Enterprise Data Warehouse) for use with PoW! (Products on the Web) and other output applications.		
Element Metadata Fields		
File Name	The element file name can be change but the file extension should not change.	31 characters
Element Title	Descriptive title of the element. An element is an individual file placed into the DMR. This field is required and can be up to 31 characters in length	31 characters
Owner PIN*	Element owners' employee number assigned by 3M. (Eight digit PIN #) This is a required field.	8 characters
Uploaded by	User who cataloged or uploaded the element. (Eight digit PIN #)	8 characters
Element ID	Locked field containing an automatically generated unique number created during upload. <i>Caution: Do not edit this field while synchronizing records</i>	
Description*	A required field that should contain a detailed characterization of the element.	2000 characters
Security*	<i>Before data can be properly secured, it first has to be determined how it should be classified. At 3M, IT Security has adopted the</i>	

	following classification system. It is the responsibility of each Business and staff group to determine how data should be classified within their respective areas and manage it accordingly. The security options include: <u>“Public”</u> – also described as appropriate for external release and includes media releases, advertisements, and other 3M information that is developed specifically for distribution outside the company. <u>“Internal”</u> - includes all information generated within 3M that is not designated for “Public or External Release”. It is considered for internal business use only, and may be released outside of the company only with management approval. <u>“Team”</u> – adding the option of “team” or leaving this field blank defaults the element to “team”. This option is intended for viewing by assigned DMR teams only. <u>“3M Confidential”</u> - Sensitive information that warrants additional protection. It should be labeled “3M Confidential” and may be released outside of the company only when it is necessary for a specific business objective and the recipient of the information has been bound by a nondisclosure agreement. This security option is currently only used for two output tools – Sales Portal and Partner Support.	
Limitations	Copyright restrictions or other information that may limit the use of this element. If you input anything in this field, the red “Lmt” will show under the element thumbnail.	255 characters
Literature Number	Printed literature reference number that this element appeared in. Multiple Literature numbers separated by commas are placed in this field. This field is 64 characters in length.	255 characters
Language*	Language(s) that the element uses. Valid codes can be found in the Global Codes. This field is a required field. See “DMR Language and Country Fields” document.	8 characters
Country*	Location for which the element can be displayed. Valid codes can be found in the Global Codes. This field is a required field. See “DMR Language and Country Fields” document.	255 characters
Error Report	If required metadata has not been completed, the element will be moved to the “Element Error” stage. Information on the erred metadata fields will be displayed in this field.	
Market Place*	A formal name for the element that will be visible to an external (outside of 3M) audience. This field currently displays in the “Learn More” box in PoW! The language used in this field should match the Language code from the Language field. This field is a required field. If left blank, DMR will automatically populate the content from the Element Title into this field.	64 characters
Business Unit*	The name of the Business Unit that has taken ownership of the element. User should use the full business name as listed in Global Codes Database.	31 characters
Property Release ID	See Copyright Validation for detail	64 characters
Agency/Photographer	Creator of the element.	64 characters

Model Release ID	See Copyright Validation for detail	
Shooting Date	Date of creation of the element. DD/MM/YYYY	
Shooting Place	Location that an (element) image was taken.	
More Information	An open field to use as an alternative place for additional information about the element.	64 characters
Customer Center	User should list the customer center(s) that this element can be appropriately presented	64 characters
Validation Date	See Copyright Validation for detail	
User Defined 20		
Stages:		
	Review	After upload, each element will be in the stage “Review” which is the first of three stages. User will fill in and review required metadata fields. Once this is complete, users will move element to the next stage, Ready for Warehouse. This is a dropdown list.
	Ready for Warehouse	Signifies that the element is released to the GEDW (Global Enterprise Data Warehouse). If the element passes the element metadata validation, it then passes to the warehouse for publication to 3M electronic systems. This is a dropdown list.
	Element Error	If required metadata have not been completed, the element will be moved to this stage. Users will need to complete the necessary metadata and return the element to the “Ready for Warehouse” stage. This is a dropdown list.
	Archive	Any element no longer in active. Set Stage to Archive will stop the element flows to GEDW.
Categories (See Category Option that follows for choices):		
	Media*	<i>Basic form of the file. i.e. Document, Photograph, Illustration, Multimedia, Presentation Fragment and Text Fragment. This is a dropdown list.</i>
	Content Type*	A representation of the information conveyed in the file. i.e. Brochure, Catalog, Historical Image, Illustration/Line Art, etc. This is a dropdown list.
	Optimization*	Classification of an element for which use or output it is most effective. File size, color space, and resolutions are values used as a deciding factor for this classification. This is a dropdown list.

* Fields listed above in **Red/Bold** with “*” after the names are required metadata fields

Category Option:

The three columns below are a way to categorize your material. The definition column should help in determining what content type should be used. The Media in column “C”, the Content type in column “D” and Optimization in column “E”

* Rows that have **gray** text will be removed from the DMR

* Rows that have **blue** text are not available in Datamart (therefore these options won’t be available in DEPS)

Media	Content Type	Definition
Document	Application Guide	
	Application Profile	
	Article Reprint	
	Articals (3M News Center)	
	Auto Specification	
	Benefits/HR Info	3M benefits and human resource information
	Best Practice	
	Brochure	A booklet or pamphlet
	Bulletin	A brief report, an official statement on a matter of public interest issued for immediate publication
	Case Study	
	Catalog	A list or itemized display, as of titles or articles for sale, usually including descriptive information or illustrations
	Clinicals	
	Contact Information	
	Corporate ID Material	Corporate Identity guidelines, standards, templates and samples
	Data Sheet	A single page or pages that contain factual or technical information and or product specification
	Datenblatt	
	Discontinuation Notice	
	Dynidocs	
	Education Materials	
	Fax on Demand	
	Features and Benefits	Provides a list or table of discriminating features and benefits, usually associated with a product or system
	Financial	
	Flyer	One page, front and back document that can feature one or more products. Contains a product picture with product information.
	Form	
	Info	
	Information Folders	
	Instruction for Use	
	Instruction Sheet	
	Instructions/Manual	A list or itemized display, as of titles or articles for sale, usually including descriptive information or illustrations; small reference book
	Letter	A written communication directed to a person or an organization
	Mating Tables	
	Model Release	* See page 119 for detail information
	News Release	Information of timely value distributed by an organization to promote its views or products/services.
	Newsletter	
	Package Insert	A document or leaflet which is contained in a package
	Patent	

Media	Content Type	Definition
	Periodicals	A document published at regular intervals of more than one day
	Poster	
	Presentation/Demo	
	Price Information	Document that contains price information
	Processes	
	Product Change Notices	
	Product Instructions	
	Product Selection Guide	A grid or chart, which provides distinguishing features of similar or like products to enable customers to select the most appropriate product for their needs.
	Promotional	An advertising piece such as new product introduction, coupons, etc.
	Property Release	* See page 119 for detail information
	Questions and Answers	Information that is formatted as a question and answer response in a document form
	Regulatory Material	Information on existing governmental regulations affecting 3M industries and products.
	Sales Guide	
	Sales/marketing	
	Seminar Information	Document containing information about meeting or conference
	Specifications	
	Stock Photography Agreement	Agreement issued by the stock photo seller stated 3M has the right to use the photo
	Success Stories	
	Technical Definitions	
	Technical Drawing	
	Technical Paper	
	Technische Definitionen	
	Training	
	Warranty	Product warranty
Optimization for Documents	Fax	
	Offset Print	
	Original	
	Web	
Graphic	3M Models	
	Background Graphic	
	Graph/Chart	
	Illustration/Line Art	A non-photographic, single-dimensional illustration including pictograms, icons, and symbols
	Logo/Brandmark	A symbol, design, distinctive lettering color, or a combination of these
	Multi-dimensional Illustration	An illustration that has more than one dimension
	Packaging/Labeling	A finished item and or template
	Product/Application Graphic	An illustration that demonstrates a product; a product in use

Media	Content Type	Definition
	Product/Group Graphic	An illustration of several products together or a montage of images
	Product/Single Graphic	An illustration of a single product

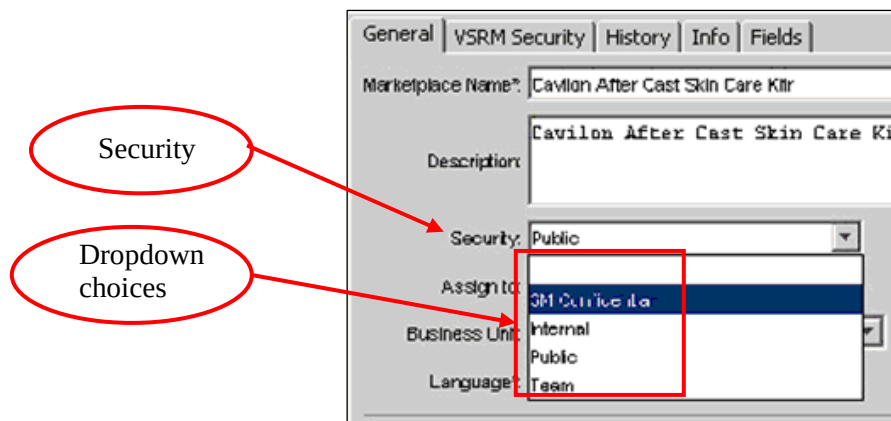
Multimedia	Application/Program	
	Application/Upgrade (Patch)	
	Catalog	A list or itemized display, as of titles or articles for sale, usually including descriptive information or illustrations in a multimedia form
	Instructions/Manual	A list or itemized display, as of titles or articles for sale, usually including descriptive information or illustrations; small reference book in a multimedia form
	Interactive PDF	PDF file with embedded video clip(s).
	Presentation/Demo	A format that provides presentation or a demonstration of a topic directed at a specific audience
	Promotional	An advertising piece containing new product introduction in video, audio, etc.
	Seminar Information	Clips from video, sound or other multimedia that contains information about meeting or conference
	Training	
Photography	Background Image	A photograph that is a texture or used as a backdrop
	Building/Location Image	Photography of buildings and other architectural structures including landscapes. *Require sign release on non 3M property
	Clinical Image	A photography of a skin condition such as ulcer, burn, wound, where no product is being used
	Event Image	A photograph that documents an event such as an award ceremony or other newsworthy circumstance
	Historical Image	Photography based on or concerned with 3M events in history
	Industry/Technology Image	General photographic images of industrial or technological nature
	Portrait/People	A formal or informal photograph of a person or groups. *Requires model signed release
	Product/Application Image	A photograph that demonstrates a product; a product in use. *Requires model sign release if the model is recognizable
	Product/Group Image	A photograph of several products together or a montage of images
	Product/Single Image	Photography of a single product

Optimization for Photography	Fax	
	Offset Print	
	Original	
	Web	
Presentation Fragment	Application/Use	
	Competitive Information	
	Features/Benefits	
	General Information	
Stock Photography	Images purchases from stock photography provider. Requires element ID of the uploaded purchase agreement assigns to the element Limitation field	
	Background Image	A photograph that is a texture or used as a backdrop
	Building/Location Image	Photography of buildings and other architectural structures including landscapes
	Catalog Image	
	Clinical Image	A photograph of a skin condition such as ulcer, burn, wound, where no product is being used
	Historical Image	Photography based on or concerned with 3M events in history
	Industry/technology Image	General photographic images of industrial or technological nature
	Portrait/People	A formal or informal photograph of a person or groups
	Product/Application Image	A photograph that demonstrates a product; a product in use
	Product/Group Image	A photograph of several products together or a montage of images
	Product/Single Image	Photography of a single product
Text Fragment	A small body of text broken off or detached; an incomplete or isolated portion	
	Features and Benefits	
	Marketing Block	
	Metatag	
	Promotional	
	Questions and Answers	
Optimization for Text Fragment	Fax	

	Offset Print	
	Original	
	Web	

Element Security - Public, Internal, Team Only, 3M Confidential

The trigger for making an element Public, Internal or Team Only can be found in an Element's Properties under the General tab. The **Security (P, I)** field is the location to place the Public, Internal, Team Only or 3M Confidential information.



Please use the table below to determine what needs to be entered.

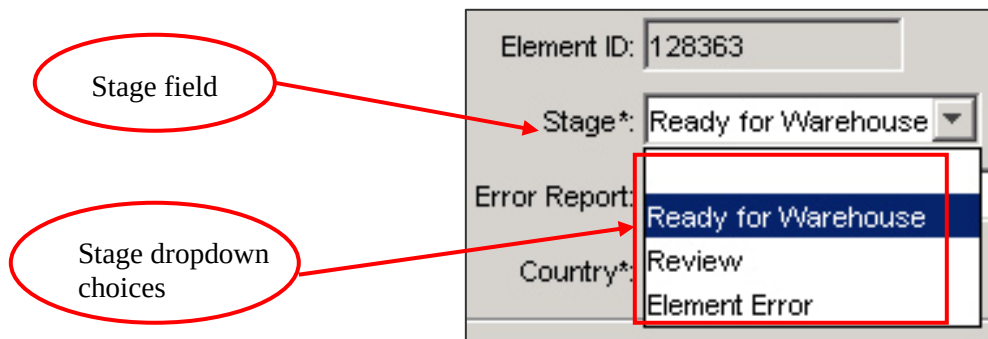
Security Type Name	What to Enter	Description
Public	P	All users will be able to view Public elements within the DMR and those applications accessing DMR information through the Global Enterprise Data Warehouse (GEDW).
Internal	I	Business unit's readers and modifiers can view Internal elements. Internal will eventually have meaning in the GEDW. Internal will be used in extranet sites.
Team Only	(blank or T)	Business unit's readers and modifiers can view elements.
3M Confidential	C	Sensitive information that warrants additional protection.

Stages

A stage is a way to flag an element to indicate the state of the element. The staging information that follows applies only to the element level, not the job jacket level. The three stages are described below.

Stage	Description
-------	-------------

Review	Used when an element is newly loaded and the metadata is in the review state or if an element is being modified and it must not flow to the Global Enterprise Data Warehouse (GEDW).
Ready for Warehouse	All of the required metadata has been filled out and this information will be visible in the GEDW.
Element Error	A validation program is performed during the first 15 minutes at the top of the hour on all elements set to the “Ready for Warehouse” stage before it can flow to the warehouse. If the element fails the validation, the stage will switch to “Element Error.” This report can be found on the last tab of an Element Properties window. The offending items must be fixed and the Stage reassigned to “Ready for Warehouse.” This will enable the element to pass through the validation process again.
Archive	Any element no longer in active. Set Stage to Archive will stop the element flows to GEDW.



To enable images, documents and other elements residing in the DMR to appear on downstream applications such as PoW!, specific metadata must exist within the DMR. eBusiness publishing tools that retrieve data from the Global Enterprise Data Warehouse (GEDW), display these elements based on the reference codes. For example, each PoW! theme has a series of keys that identify and flow DMR elements to its page.

Metadata Standards for Language and Country Fields in the DMR

All codes for the Language and Country fields are found on the Global Codes database. Copy the following entire URL, paste onto the browser address, click Enter and follow the instructions:

http://psfs.mmm.com/psp/finsrc/EMPLOYEE/ERP/c/GC_ALL.GC_CB_HOME.GBL

Language Code

The code placed in the Language field represents the language used within the DMR element and the language used in the Market Place name. For example, the metadata for a document containing French text would have the Market Place name entered in French. The Language code then should be FR with the appropriate language qualifier.

What is Language Qualifier?

Language Qualifier was set up to distinguish various major dialects of languages.

Format of Language/Language Qualifier Codes

The Language field must contain a two-digit language code followed by a dash and the five-digit language qualifier in all caps (e.g., Z1-NO001).

Codes for Generic Images and Illustrations

Images or illustrations that have no specific language referenced should use the language code “Z1” and the language qualifier is “NO001.” I.e., Z1-NO001 - used for elements that can be shared such as photography and illustrations, allowing for broad use based on the identified Country.

Codes for files containing text

Codes used for documents within the DMR should match the language content of the document itself.

E.g., a French document to be viewed in France would have the code FR-FR001

DMR elements such as documents, marketing blocks and promotions are usually country and language specific and would be coded accordingly.

Note: The Marketplace Name metadata field language should match the Language and Language Qualifier Codes (see example next page). If you are using the EN-NO001 code, the Marketplace Name should be in English. There can only be one Language and Language Qualifier per element.

Country Code

Defining Country Code

The Country code defines the countries where the particular element is appropriate for viewing. There should be at least one code set in the “Country” field.

Note: It is recommended that MDUI should be used for adding additional Country values within the metadata field. “Selecting Multiple Country Codes for Media Elements” tip sheet contains additional information on entering Country codes through the DMR and MDUI interface and is available on the eLearning Modules database.

Format of Country Codes

Format rules for the Country metadata field are a two-digit Country code that is separated by a coma and in all caps. There is no need for spaces between Country codes. A specific Country code should be entered for each country where the element is approved for display.

Country Code Samples (please see Global Codes list “Country” for a complete listing)
[3M Source – Global Codes site](#)

Country	Country Code
Brazil	BR
Canada	CA
Finland	FI
France	FR
Germany	DE
Ireland	IE
Italy	IT
Japan	JP
Mexico	MX
Netherlands	NL
Norway	NO
Portugal	PT
Spain	ES
Sweden	SE
Switzerland	CH
United Kingdom	GB
United States	US

Code Samples

CA,US - DMR element viewable by Canada and the United States.

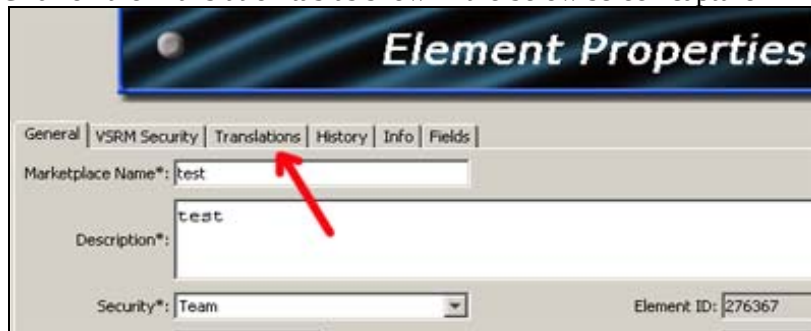
For additional regionally specific information please see “DMR codes for PoW!” available in the eLearning Modules.

This feature allows the user to translate the Market Place Name and Description to other languages. This works similar to Name and Description Translations functionality in DMR Web.

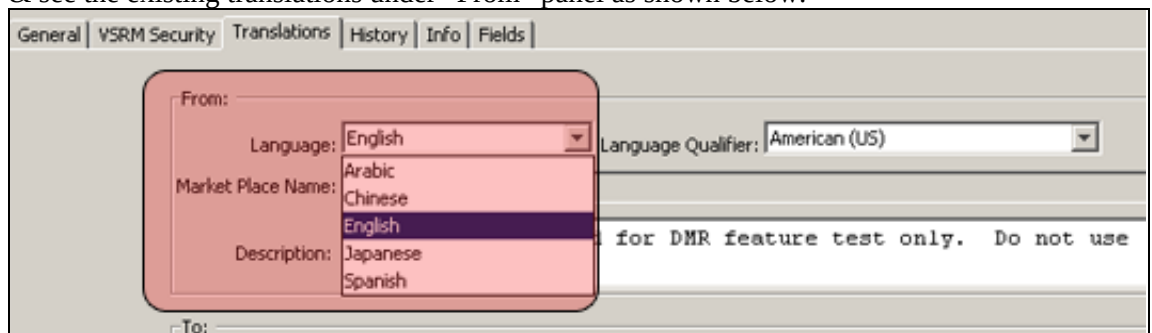
Market Place Name and Description Translation

Steps to translate Market Place Name and Description from DMR Desktop client:

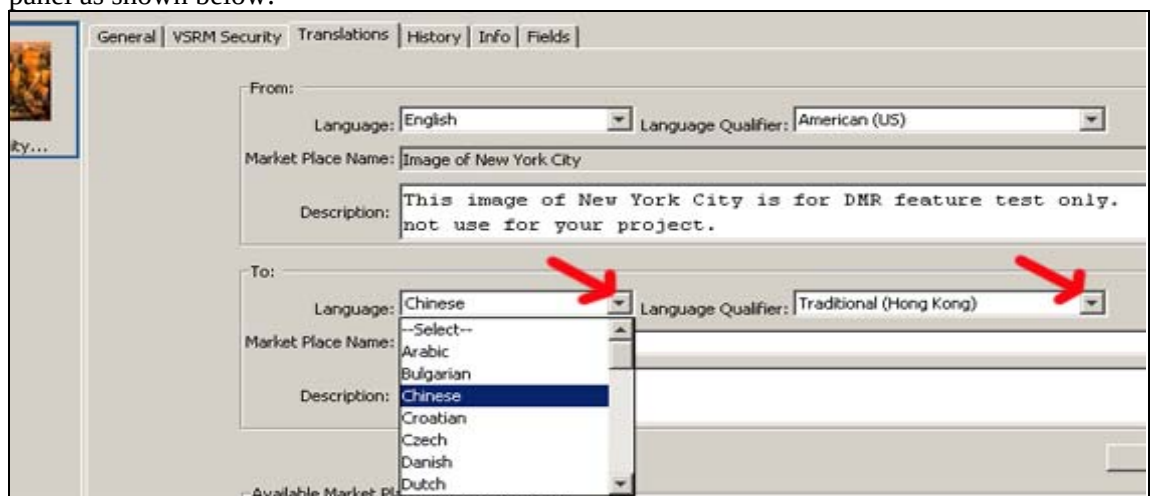
1. Open Element Properties window by *double-click* the left mouse button on an element
2. Click on the Translation tab as show in the below screen capture



3. You may choose any “Language” and “Language Qualifier” in the drop down lists to select & see the existing translations under “From” panel as shown below.



4. Select the “Language” and “language Qualifier” that you wish to translate under the “To” panel as shown below:



5. Enter the market place name & description in the new language that you are translating under the “To” panel as highlighted in below picture, then click on “Add Translation” button

From:

Language: English Language Qualifier: American (US)

Market Place Name: Image of New York City

Description: This image of New York City is for DMR feature test only. Please do not use for your project.

To:

Language: Chinese Language Qualifier: Traditional (Hong Kong)

Market Place Name: 纽约的图像

Description: 这个纽约的图像是为DMR仅特点测试。 不要为你的项目使用。

Add Translation

6. When you click on “Add Translation” button in the above step just add the translation to “Available Market Place Name Translations” table, the translations that are added to the “Available Market Place Name Translations” panel will be saved permanently only when “OK” or “Save” button is clicked.

From:

Language: English Language Qualifier: American (US)

Market Place Name: Image of New York City

Description: This image New York City is for DMR feature test only. Please do not use for your 3M projects.

To:

Language: Italian Language Qualifier: International (No Dialect)

Market Place Name: Immagine di New York City

Description: Questa immagine New York City è per la prova della caratteristica di DMR soltanto. Non usare prego per i vostri progetti 3M.

Add Translation

Available Market Place Name and Description Translations

Language	Language Qualifier	Market Place Name	Description
Italian	International (No Dialect)	Immagine di New York City	Questa immagine New York City è per la prova ...
English	American (US)	Image of New York City	This image New York City is for DMR Feature te...
Arabic	International (No Dialect)	صورة [نوورك سيتي] ك [دمر] سمة اختبار	...
Spanish	International (No Dialect)	Imagen de New York City ...	Esta imagen de New York City está para la pru...
Japanese	International (No Dialect)	...	...

Remove Translation

OK Cancel Save

Steps to edit an existing Market Place Name translation:

1. Double-click on the existing Market Place Name translation in “Available Market Place Name and Description Translations” table.
2. Do the required changes for Market Place Name & Description fields under “To” panel.
3. Click on “Add Translation” button to get the changes reflect in “Available Market Place Name and Description Translations” table.
4. Click on “OK” or “Save” button to save your translation changes

Steps to remove existing Market Place Name translation(s):

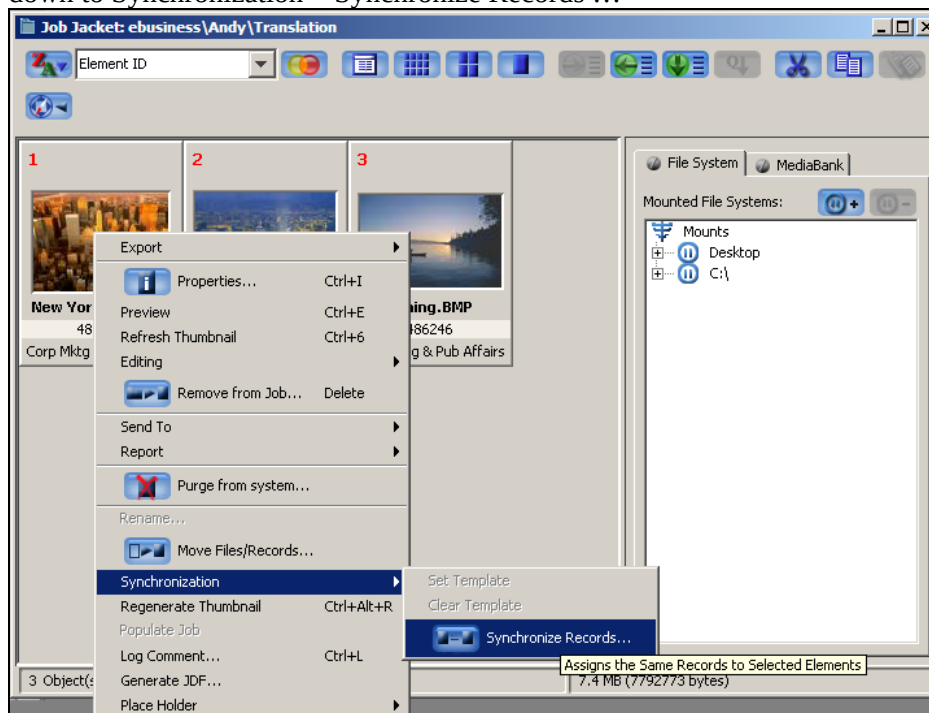
1. Select the existing no longer needed translation(s) in “Available Market Place Name and Description Translations” table
2. Click “Remove Translation” button
3. Click “OK” or “Save” button to save your changes.

VSRM Security Group(s) Synchronization

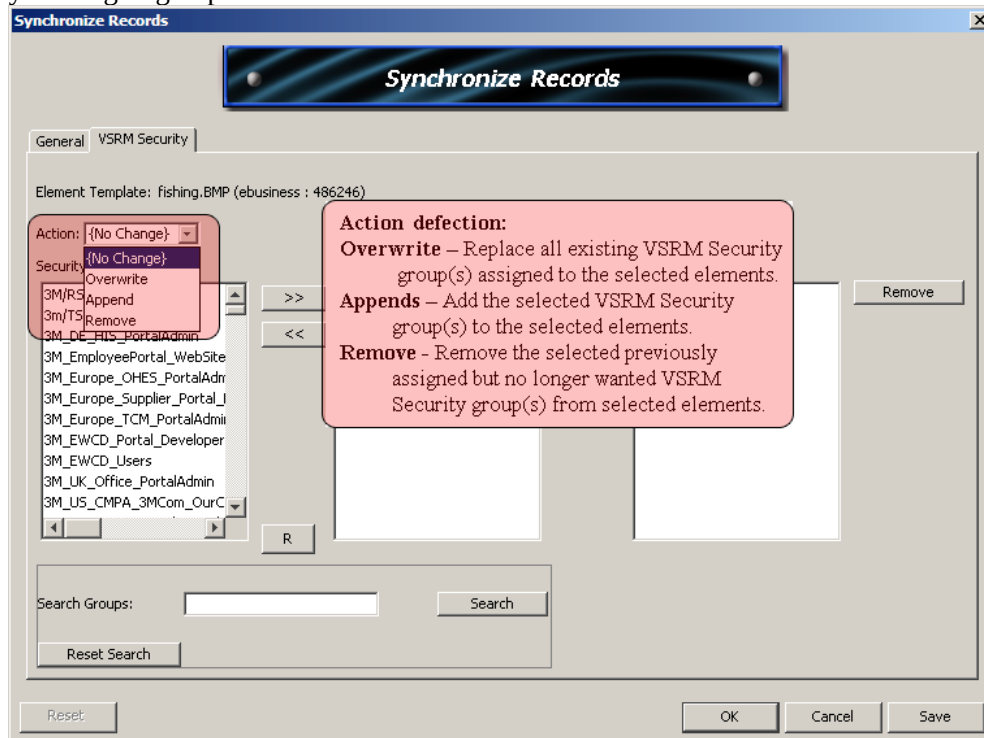
This feature allows the user to Overwrite, Append or Remove VSRM security group(s) while synchronizing the non-public (3M Confidential and Internal) elements in DMR.

Steps to synchronize VSRM security group(s) for selected elements:

1. Select the elements require to assign the common VSRM Security group(s), *right-click* and *scroll* down to Synchronization > Synchronize Records ...



2. In the Synchronize Records window, click on the “VSRM Security” tab, select one of the “Action” you are going to perform



3. To assign VSRM Security Group, select group name from “Security Groups” or “Favorites”, click move button >> to send group to the center window “Selected Groups”.



4. Click OK or Save button located at lower right corner to activate the changes.

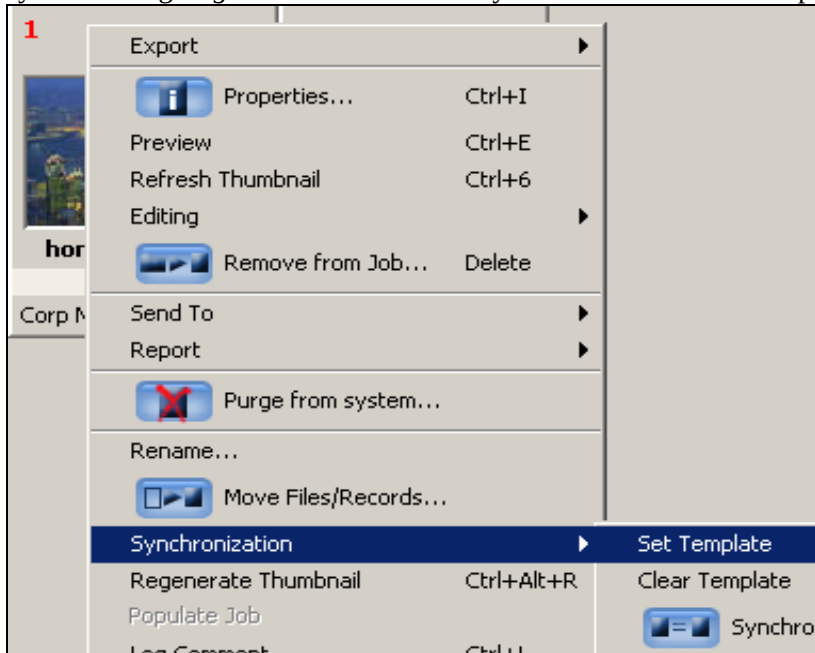
Synchronization

Set Template: This function allows user to set the template for other elements require the same VSRM Security group(s) assign.

Steps to create template for VSRM Security group synchronize with preset template and clear template

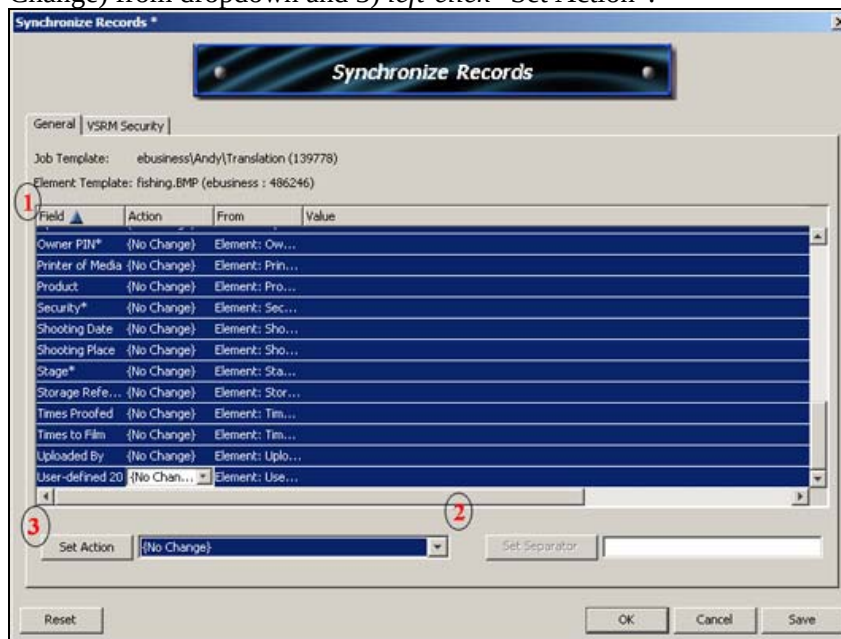
1. Select a element
2. Setup the VSRM Security group(s) and click “OK” or “Save” button located at lower right corner to activate the change.

3. Select the element you want to apply the same metadata in the template element when synchronizing. *Right-click* and scroll to Synchronization > Set Template



**Note: The Template remains unchanged when you use the Template function on VSRM Security group synchronization until you do the Clear Template*

4. Select the elements require the same VSRM Security group in the template, *right-click* and *scroll* down to Synchronization > Synchronize Records ...
5. You must do these 3 steps to protect the current metadata value already in the elements' properties before do the VSRM Security group synchronization: 1) select all metadata fields, 2) select (No Change) from dropdown and 3) *left-click* "Set Action".



6. Click on “VSRM Security” tab, select “Overwrite” or “Append” from dropdown choices in “Action”. You can edit the current value set in the template

Element Template: fishing.BMP (ebusiness : 486246)

Action: **Append**

Security Groups		Groups to Append		Favorites
3M/RSC	>>	3M_Intl/Base	>>	blue
3m/TSD		yellow		red
3M_DE_HIS_PortalAdmin	<<	3M_EmployeePortal_WebSite_Ac	<<	yellow
3M_Europe_OHES_PortalAdm		red		
3M_Europe_Supplier_Portal_I				
3M_Europe_TCM_PortalAdmin				

7. Click “OK” or “Save” button located at lower right corner to activate the changes.

Steps for Preparing Elements for the GEDW

1. After elements are uploaded into the DMR, the Stage will default to a blank. Blank has the same meaning as review in that the element will not flow to the Global Enterprise Data Warehouse (GEDW).
2. The element metadata will need to be added at this point. Fill in all the applicable metadata fields, especially those fields that have an asterisk at the end of the field name. These fields are required for elements to flow to the GEDW. For each element, fill in information on the **General** tab and the **Fields** tab.
3. Once metadata is entered, assign the Stage to “Ready for Warehouse” for each element.
4. A validation check will be run during the first 15 minutes at the top of the hour to ensure all the necessary fields are filled before an element can be sent to the warehouse. If a required field is missing or another validation check fails, the Stage will be set to “Element Error.” Some other examples of what this validation will check are valid field lengths and duplicate file names.
5. The following day, check for elements which may have “errored out”.
6. If the preceding search presents an element with the Stage set to “Element Error,” select the element by *double-clicking* on the element. The Element Properties window will appear. Click on the “Fields” tab. Scroll down to the Error Report field. This field will provide information on what needs to be fixed or what the system did to rectify the element information. If multiple errors are found, the field will scroll to the right. Click into the field then scroll right to view the remainder of the message. Modify the metadata per the Error Report field.
7. Once errors are corrected, reassign the Stage to “Ready for Warehouse.”
8. A validation check will run again in the evening. If element passes the validation, it will be sent to the warehouse. Return to number 5 to ensure there are no other “Element Errors.” Repeat steps number 6 to 8 if error persists.

DMR Content Flow to GEDW

For every file stored in the DMR a Thumbnail and Preview is generated. Therefore, for every DMR ID, there is an original, thumbnail and preview. During the process of loading files nightly to the GEDW, only defined file types will be transferred. The below chart will provide an overview of the files.

Element Type	Flows to GEDW	Does Not Flow
PPT, Word, Excel and PDF	Thumbnails Previews Originals	
Photography/Graphics (TIF, EPS, JPEG, GIF)	Thumbnails Previews	Originals
HTML	Originals	
Multimedia	Originals	

You can create Place Holders to represent elements that do not have physical assets attached to them. This makes it easier to track and work with assets before the physical asset has been created or uploaded to the DMR. A Place Holder is a record with metadata—but no file—attached to it. Place Holders display a generic icon in the thumbnail view.

Place Holders

Overview

- Process for Creating Place Holders with metadata to work with until files are ready.
- Assigning Files to Place Holders uploads the file and converts the Place Holder into a normal element record.
- Existing Elements can be converted to Place Holders. This deletes the file but keeps its metadata in a Place Holder Record.

Creating Place Holders

To create a Place Holder go to the **Job Jacket > Create Place Holder** menu. This will open the Create Place Holder dialog. You do not have to have a Job Jacket selected to create a placeholder, but it is advantageous to do so. If you choose a Job Jacket before creating a place holder, MediaBank will create the place holder with the same database and Job Jacket information.

The Create Place Holder Dialog

You will use the Create Place Holder dialog to fill in the place holder metadata.

Create Place Holder :

Create Place Holder

File Name:

General | Databases | Job Jacket

Marketplace Name*:

Description:

Security:

Assign to: Stage:

Business Unit:

Language*: Country*:

Uploaded By: Owner Pin*:

Limitations: Literature Number:

Creation Costs:

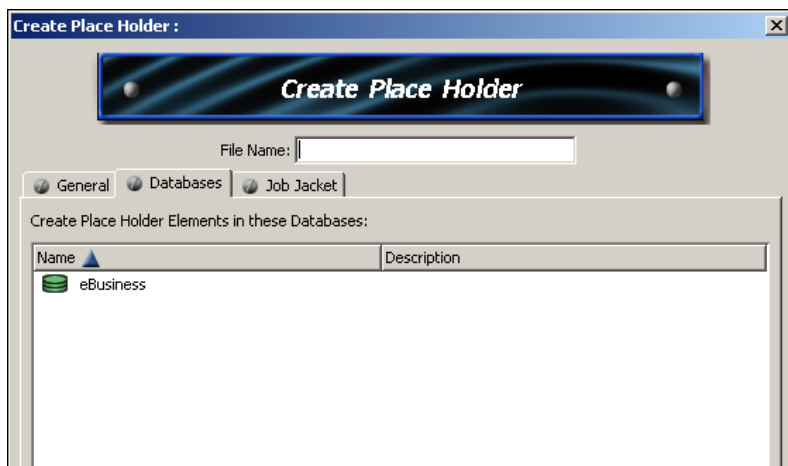
Media*: Content Type*: Optimization:

Document
Graphic
Multimedia
Photography
Presentation Fragment

Reset OK Close Save

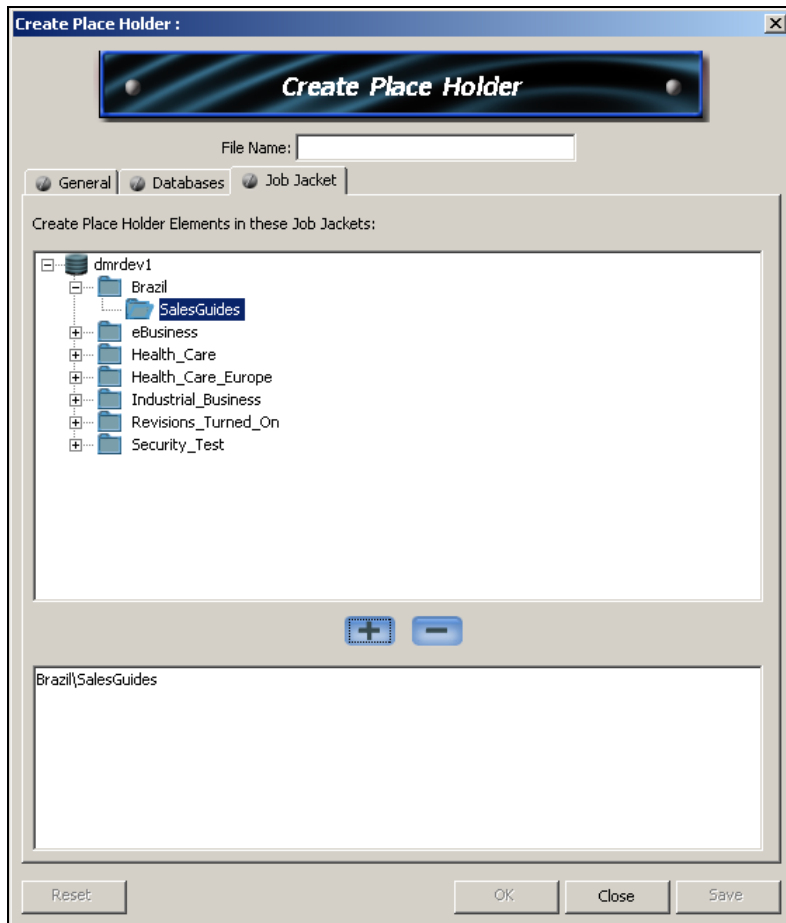
- The most important field on the General tab is the File Name field. This where you give the Place Holder a name.
- Later when a file is linked to the record, you will be given a choice to use this name or the name of the physical file being attached.
- You can enter any known metadata before clicking OK to create the record.

Databases Tab



- This is where you select which databases to insert the Place Holder record.
- You normally will only select one database.
- If you selected a Job Jacket prior to launching the Create Place Holder dialog, Media Bank will automatically assign that Job Jacket's database to the Place Holder,

Job Jacket Tab



- Use this tab to select which Job Jackets the Place Holder should be linked to.
- You normally will only select one Job Jacket.
- If you selected a Job Jacket prior to launching the Create Place Holder dialog, Media Bank will automatically assign the same Job Jacket to the Place Holder Element.
- Once all the required information has been entered, click the OK button to create the record. The Place Holder record will be inserted into the selected database and linked to the selected Job Jacket.

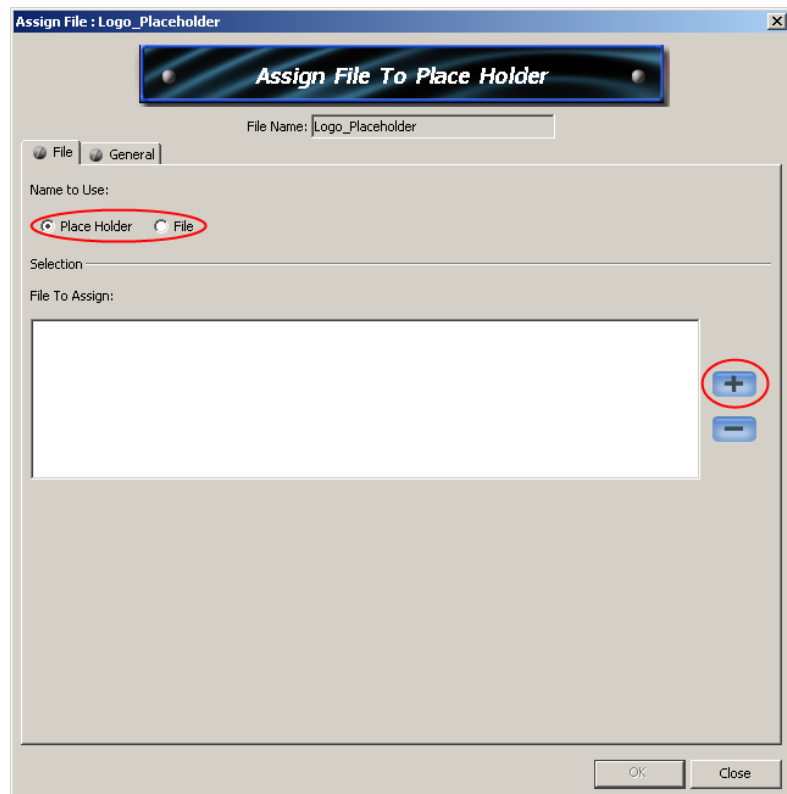
Assigning Files to Place Holders

A Place Holder is just a record in a database. You will need to assign a file to this record. Assigning a file to a Place Holder will transfer the file to the MediaBank server and update the Place Holder record with all of the file information, turning the Place Holder record into a normal element record. When MediaBank has finished cataloging the file, you will see the Place Holder icon turn into a thumbnail of the imported file.

In order to assign a file to a Place Holder, it has to be linked to a Job Jacket that is part of a cataloger structure. Otherwise, MediaBank would have no way of determining which folder on the server the file should be placed into.

Follow these steps to assign a file to a Place Holder:

1. Select the Place Holder and then select **Element > Place Holder > Assign File**. This opens the Assign File to Place Holder dialog.
2. Select the name to use for the new file being imported. You can choose either the file name or the Place Holder name. After the file has been imported, you can always rename the element if you are not happy with either of these choices.
3. Select the file using the file chooser. Click the button with a plus sign on it to add a file. Browse to the file you wish to assign and select it. Click the button with a minus sign on it to remove a selection.
4. You can use the General tab to make changes to the file's metadata.
5. Click "OK" to assign the file.



Converting Elements to Place Holders

MediaBank can convert an element into a Place Holder record. This lets you delete physical assets that are no longer needed, yet keep the relevant metadata and history in the database. Converting an element into a Place Holder will delete the file, thumbnails, previews, and view files. The record and all of its metadata will be converted to a Place Holder record.

To convert an element to a Place Holder record:

1. Select the element to be converted. This can be done from either the Job Jacket or the search results window.
2. Go to the **Element > Place Holder > Convert To Place Holder** Menu. This will open the Confirm Deletion window.
3. The Confirm Deletion window will list the filename that is about to be converted and warns you that the files will be deleted. Click "Yes" to convert the record or "No" to cancel.
4. The physical element components will be removed and the record will appear with the generic Place Holder icon.

Chapter 8: Managing DMR content

Overview

This process can be used to update an existing file in the DMR while maintaining all elements, metadata and MDUI links. In this process, users check out an outdated file and replace it with a current version.

Replacement of existing files

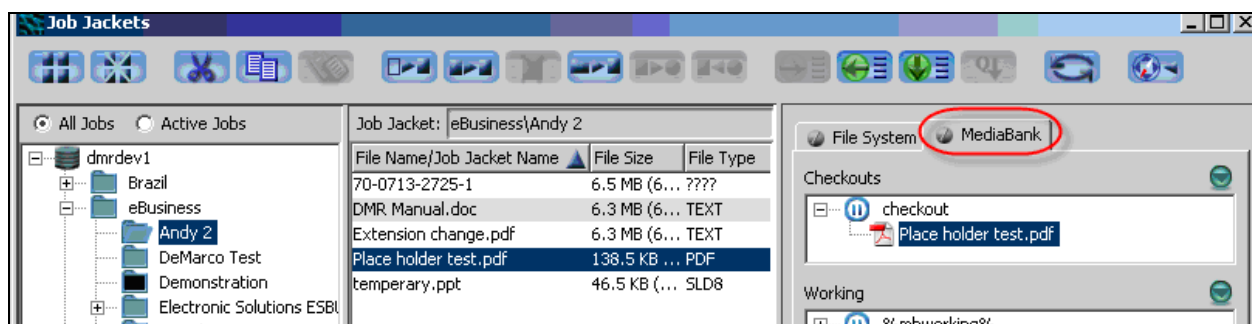
Check Out

1. In the DMR, with a browser window open, select an element for replacement by choosing **Element > Editing > Check Out**. A green check mark appears in the upper margin of the thumbnail, indicating that it had checked out. The element should now be located on your hard drive.
2. Locate the file(s):
 - In PC folder structure: C:\Documents and Settings\user PIN\MediaBank\dmr.mmm.com\user PIN\checkout.
 - Windows 7: C:\Users\user PIN\MediaBank\dmr.mmm.com\user PIN\checkout
 - On Mac operating system:
System Drive\users\username\MediaBank\dmr.mmm.com\username\checkout

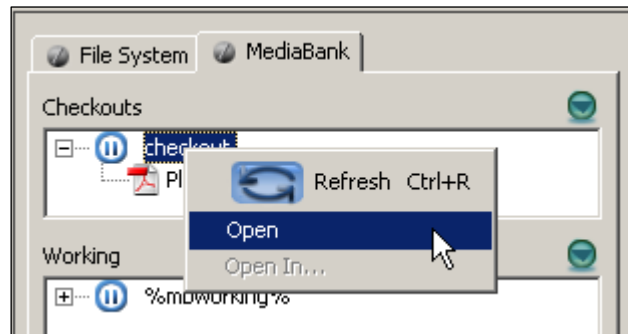
Note: If you are seeing the red check mark appeared in the upper margin of the thumbnail, which indicated the element checked out by other user. The green check mark indicated you checked out the element. The already checked out element cannot be checked out until the element force released.

The check out folder shortcut

To make it easier to find the Checkout Folder, the DMR includes a shortcut to this folder in the file browser.



- Click the **MediaBank** tab to access this shortcut.
- Right-click **checkout**, then select **Open** to open the checkout folder on your computer.
- A file will remain checked out until you check it back in. You can open and close it as often as you need, but it must stay in the checkout directory.



Check Out

When you select element(s) to be checked out and select this menu option, the file(s) get checked out, transferred to your local machine, and placed in the checkout folder. The file(s) will not open into their native application. When you are ready to work on the file(s) you have to go to the checkout folder and open them. You can either go directly to the checkout folder and open them or open the menu option, the file(s) get checked out, transfer to your local machine, and placed in the checkout folder. The file(s) will then automatically open into their native application.

Note: When you select Open Copy, the file(s) get transferred, but not checked out.

Open In

When you select element(s) to be checked out and select this menu option, the file(s) get checked out, transferred to your local machine, and placed in the checkout folder. You will then be prompted to choose which application you want to open the file(s) with.

Check In

After you have made changes to the file. You need to check it back in to DMR.

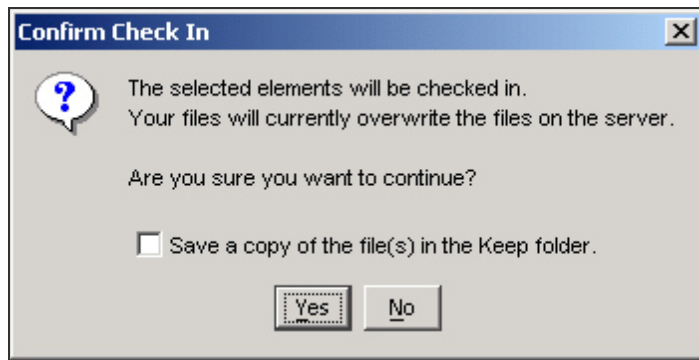
1. Rename the replacement file to match the checked-out DMR file. **Importance:** *The filename must be the same and the creation date has to be newer than the checked out file or the system will not replace the checked out file.*
2. Return to the DMR and select the checked out element by *single-clicking* on the element in the job jacket.

Check In Options

3. Select **Element > Editing** and then select the Check In option you want to use. The different options are explained below.

Element > Editing > Check In

This option will take the file in the checkout directory on your local machine and transfer it back to the server, overwriting the original file. This overwrites the original file, making a permanent change. When you perform a Check In, you are prompted to **Confirm Check In**. Select “Yes” to overwrite the original file in MediaBank.



Element > Editing > Check in as New Revision

This option will take the file in the checkout directory on your local machine and transfer it back to the server creating a revision of the original file. This creates a revision of the original file, so the original file does not get overwritten. You can cancel this at the **Confirm Check In** dialog box.

*Note: Do not perform **Check in as New Revision** in element search results. **Check in as New Revision** must done in sub job jacket level.*

Element > Editing > Update

This option checks in the element but also keep the element checked out. An **Update** copies the file from your checkout directory to the server, overwriting the original file. The file will remain on your local machine in the checkout folder and the element will remain checked out in MediaBank. This was added for those users who need to keep element(s) checked out for an extended period of hours or days. You can cancel this at the **Confirm Check In** dialog box.

Element > Editing > Release

This option is used to cancel the whole check out process without saving any changes to the file in the DMR. Choosing this option, will remove the file from your local machine and clear the checked-out status of the element.

Moving Elements

Overview

There are two processes for moving elements within the DMR.

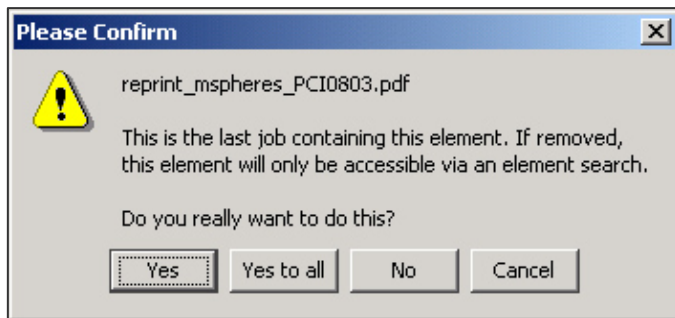
- Moving elements and files to another job jacket in the same database.
- Moving elements and the associated files and records (metadata) to another database.

Note: Read all Move instructions completely prior to completing the following steps.

Move Files/Records to another Job Jacket within the same database

Moving elements to another Job Jacket within the same database will usually be done when restructuring the elements is desired or if the original Job Jacket needs to be deleted. Prior to the deletion of a job jacket, the elements must be moved to a new location. If originals, thumbnails and view files are left in the folder, the job jacket will reappear after it is deleted.

1. Start by selecting the modifier group for the elements needing to be moved.
2. Through a Job Jacket browse or Search window, select desired element(s) to move by *single-clicking* on them.
3. Click on the Scissors tool located in main menu toolbar **Edit > Cut** or *single-clicking* on the scissors tool in the Job Jacket menu toolbar.
4. If you click “Yes” or “Yes to all” on the “Please Confirm” pop up window the element(s) will disappear.



5. Open the job jacket in which to paste the element(s).
6. Click on the paste button located at the top of the browser window, or *single-clicking* on the paste button at main menu toolbar **Edit > Paste**. The element(s) will move to the new job jacket.
7. Select desired element(s) to move by *single-clicking* on them in the Job Jacket window.
8. Select **Element > Move Files/Records...** at main menu toolbar to access the Move Files/Records window.
9. Match the settings for “Move Options” and “Components to Move” selection on the window below and select the target job jacket in the “Move destination root folder”



Move Options

Files only

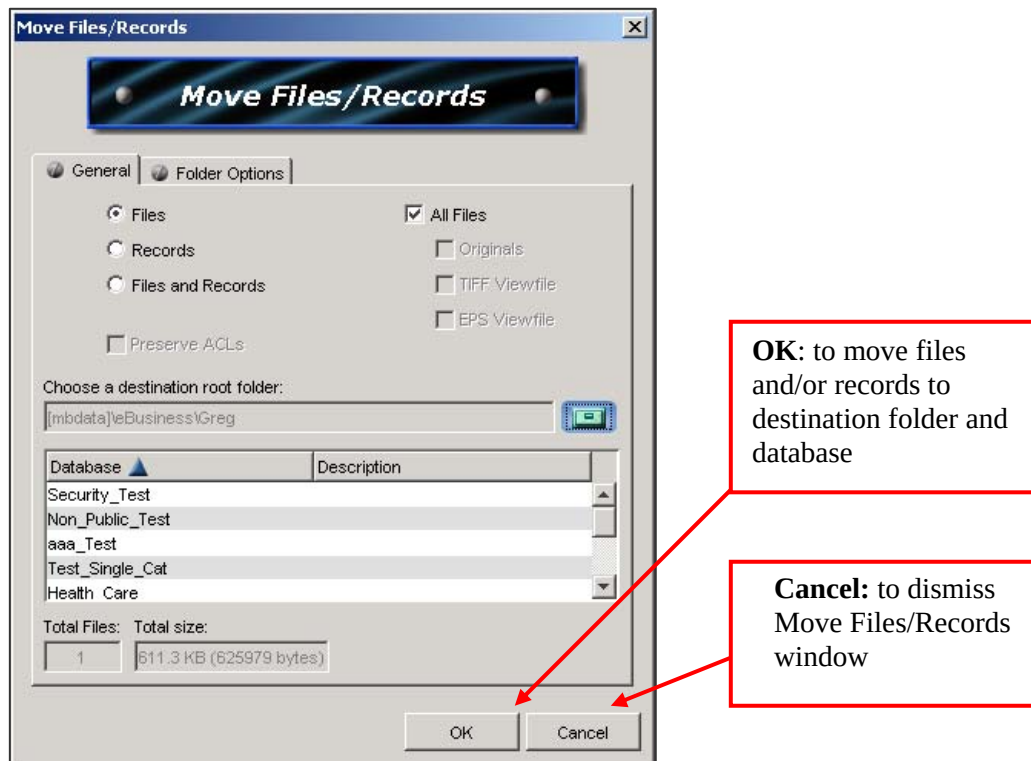
Only moves files associated with selected elements to the desired destination root folder. **Only use this option when moving files within the same database (Catalog).** For example, moving records out of an obsolete job jacket within the Catalog.

Records Only

Only moves database records of selected elements to the desired database selected in “Move to this database” window. **Not used in the 3M DMR environment.**

Files and Records

Moves both files and records associated with selected elements to desired destination root folder and element database. This option will be used by 3M to move files and records to another database (Catalog).



Components to Move (only available if files are being moved)

All Files

Moves all files associated with selected elements, including original, thumbnail and view file.

Customize

Only moves selected files associated with selected elements. **Do not use this option.**

Location Options (only available if files are being moved)

Moves destination root folder

The Root is the actual destination job jacket path that contains the parent and sub job jacket names. Navigating the root structure mimics the tree structure found in the browse job jacket window.

1. Navigate this structure to locate the target folder in which the desired files are to be moved.

2. Select the targeted **root** (not the orig/thumb/view) folder in which to move the element. Moving the element to the root folder automatically moves the originals, thumbnails and view files to their respective folders under the root file.
3. Select **Cancel** to dismiss or **Move** to move files and/or records to the destination folder and database.

Move Elements/Records to Another Database

Moving elements to another database (Catalog) will usually be done when there is a change in the business unit, security team, or purpose of the database changes. Performing this function will transfer the element's metadata, including element ID to the new Parent structure and will avoid your having to re-catalog the elements. Links in MDUI will not be affected when elements are moved.

NOTE: Modifiers will only be able to move elements between databases if both databases are accessible by the Modifier. If the Modifier does not have access to both databases, please contact the Parent BU Administrator.

1. Follow steps 1-3 from the "Move Files/Records to another Job Jacket in same database" section.

NOTE: Security for each element to be moved must be set to "Public" view. If this is not the case, the element can only be viewed when a Modifier is in that element's original group. Once the Modifier has changed to the desired Modifier group and pasted the element, it won't be visible under the new group and the move can't be completed. If the element is not already set for Public view, change the security from Team to Public for the move, then return the security status to Team after the element is pasted into the new Job Jacket.

2. Once the elements have been cut from the old job jacket, change to the Modifier security group that is receiving the element(s). To do this without logging out of the DMR, select **User > Change Group** then scroll to the desired Modifier group and select **OK**. The lower right portion of the DMR window will indicate which Modifier group is currently selected.
3. Open the job jacket in which to paste the element(s).
4. Click on the Paste tool located at the top of the browser window. The element(s) will move to the new job jacket.
5. Select desired element(s) to move by *single-clicking* on them in the Job Jacket window.
6. Select **Element > Move Files/Records** to access the Move Files/Records window and match the settings for "Move Options" and "Components to Move" selection on the window below and select the target job jacket in the "Move destination root folder"

Move Options

Files and Records Moves both files and records associated with selected elements to desired destination root folder and element database. This option will be used by 3M to move files and records to another database.



Components to Move (only available if files are being moved)

All Files Moves all files associated with selected elements, including original, thumbnail and view file.

Location Options (only available if files are being moved)

Moves destination root folder.

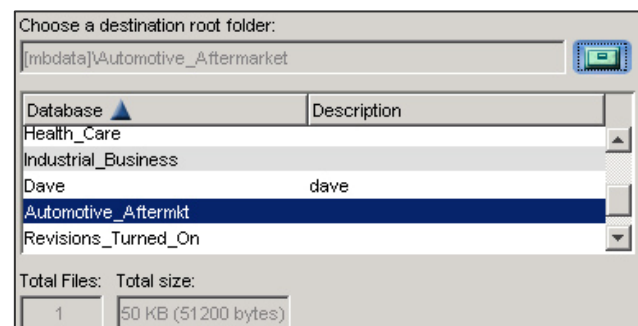
Select the **root** (not the orig/thumb/view) folder in which to move the element. Moving the element to the root folder automatically moves the originals, thumbnails and view files to their respective folders under the root file.

Move to this database

User will select the database that will receive the records or metadata that belongs to the element(s) being moved. This window will display the database associated with the Modifier's current group.

Single-click on the database name to select the targeted database.

Select **Cancel** to dismiss or **Move** to move files and/or records to the destination folder and database.



Revisions

Overview

- Process for creating and working with revisions.
- Process for renaming revisions.
- Understanding how job jackets and search results handle revisions.

MediaBank includes support for element revision tracking. As you update an element, you can keep the original file and all previous revisions intact. This means that you can revert to a previous revision of an element if you decide you do not want to use the latest one. You can also associate different revisions of an element to different jobs, so that existing jobs remain unchanged by element.

Note: New revision must perform in the job jacket level and not from search results.

Creating Revisions

There are three methods for creating a new revision of an element:

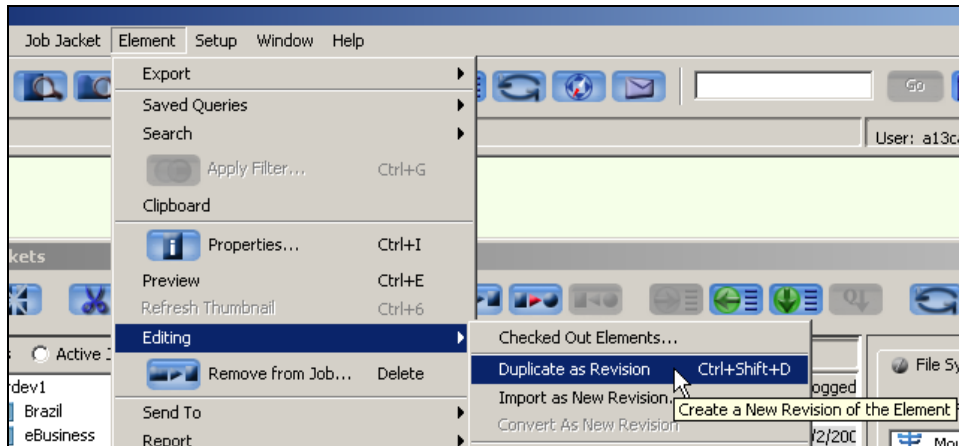
- Duplicate the element before changing it, using Duplicate As Revision
- Bring an external file in as a new revision, using Import New Revision
- Check out the element, update the file, and then check it in as a new revision.

Duplicate As Revision

You can create a new revision of an existing element by using the “Duplicate as Revision” function. This is usually used to create an initial revision of an element, which can then be used as the basis for further changes. This ensures preservation of the previous revision (or original file) before you even start your alterations to the file. You will only want to perform this function on elements within a job jacket.

To create a new revision of a file using Duplicate As Revision:

1. Open a job jacket and select the element(s) you want to create revisions for.
2. Select **Element > Editing > Duplicate As Revision**.



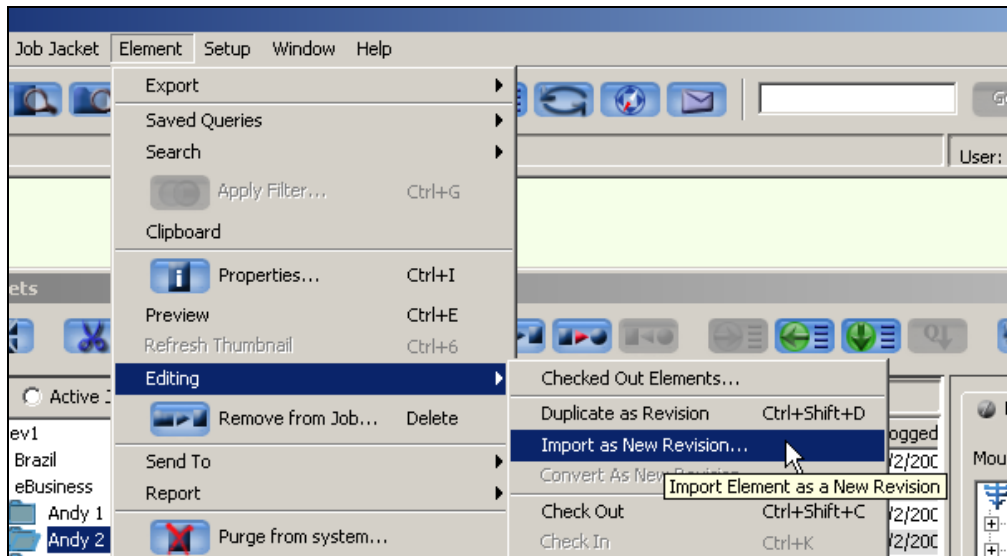
A copy is made of the element’s currently selected revision, creating a new revision for the element. The Browse window now shows a thumbnail with a revision icon button on it, indicating that this element has revisions.

Import As New Revision

This function lets you use a file from your computer as a revision to an already existing element. Any external file you import this way will be given the same name as the element you are importing to.

To import an external file as a new revision of an element:

1. Open a job jacket and select the element to which you want to attach the new revision.
2. Select **Element > Editing > Import as New Revision**. An Open dialog appears.
3. Locate the file that you want to import, then click Choose.



The file will now be registered in MediaBank as the latest revision to the selected element. The Browse window now shows a thumbnail with a revision icon button on it, indicating that this element has revisions.

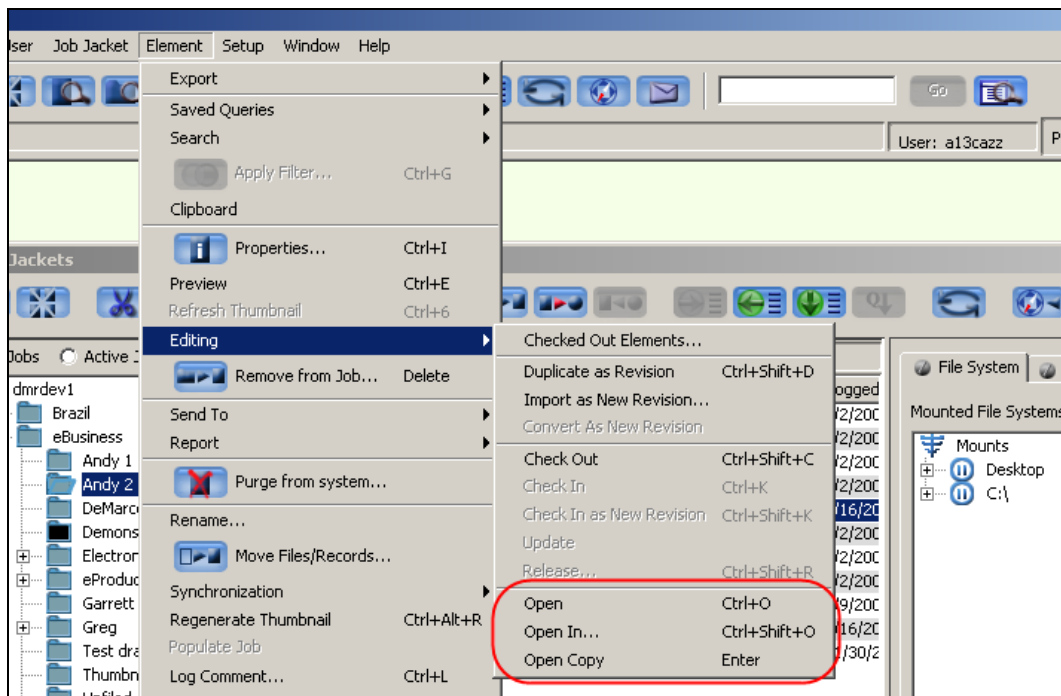
Check In As New Revision

This option will take the file in the checkout directory on your local machine and transfer it back to the server creating a revision of the original file. This creates a revision of the original file, so the original file does not get overwritten. You can cancel this at the **Confirm Check In** dialog box.

To save a checked out element as a revision of the original:

- 1 Find and select the element in the job jacket you wish to check out.
- 2 You have the following options to perform a check out, as explained in the 'Check Out Menu Options' section.
 - Go to **Element > Editing > Check Out**
 - Go to **Element > Editing > Open**
 - Go to **Element > Editing > Open In**
- 3 A transfer window will open and the file will get placed into the checkout directory. Depending on the checkout method chosen, the file may or may not open into its native application.
- 4 Make your edits to the file, saving frequently. If the file isn't already open, go into the File Browser Window and click on the MediaBank tab. Browse to the file you wish to open and double click on it to open it. Remember, the file must be saved to the checkout directory.
- 5 When you are finished editing the file, close it in the application you are working in. You don't have to close the entire application. This is important, because MediaBank needs access to the file in order to check it in.
- 6 Check the file back in as a revision. Go to **Element > Editing > Check In As New Revision**.
- 7 You will be prompted with the Confirm Check In as New Revision dialog. Select the YES button to continue the check in as revision process or NO button to cancel it. If you would like to keep a copy of the file(s) in the "keep" folder, select that option.
- 8 The Log Comment dialog will open next. Enter in a short description of what you did. Fill in the other options if your organization requires it. After filling in data, click the OK button to proceed with the check in or click the "Cancel" button to cancel.

- 9 The Transfer dialog will appear and the file(s) will be transferred to the server as new revisions of the original files. The element(s) will be taken out of a checked out status. The check mark will be removed from the element(s) thumbnail(s). The file(s) will be removed from the local checkout directory.
- 10 The thumbnail(s) of the element(s) will show the Revision icon button to indicate the revisions.



NOTE: If you opened the element(s) from a job jacket. The element(s) you saved as a revision will overwrite the originally linked element(s) and become the active element(s) in this job.

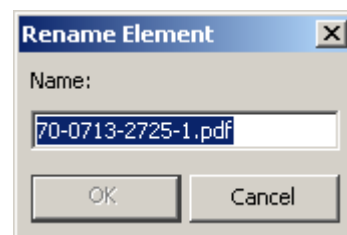
Convert As New Revision

You can create a new revision of an existing element by using the Convert as Revision function. Choosing this option lets you use MediaBank's convert engine to create a new revision of the selected asset. Select the asset you wish to convert and choose the Convert as Revision menu options. This will open the Convert As New Revision window where you can choose your convert options.

Renaming Revisions

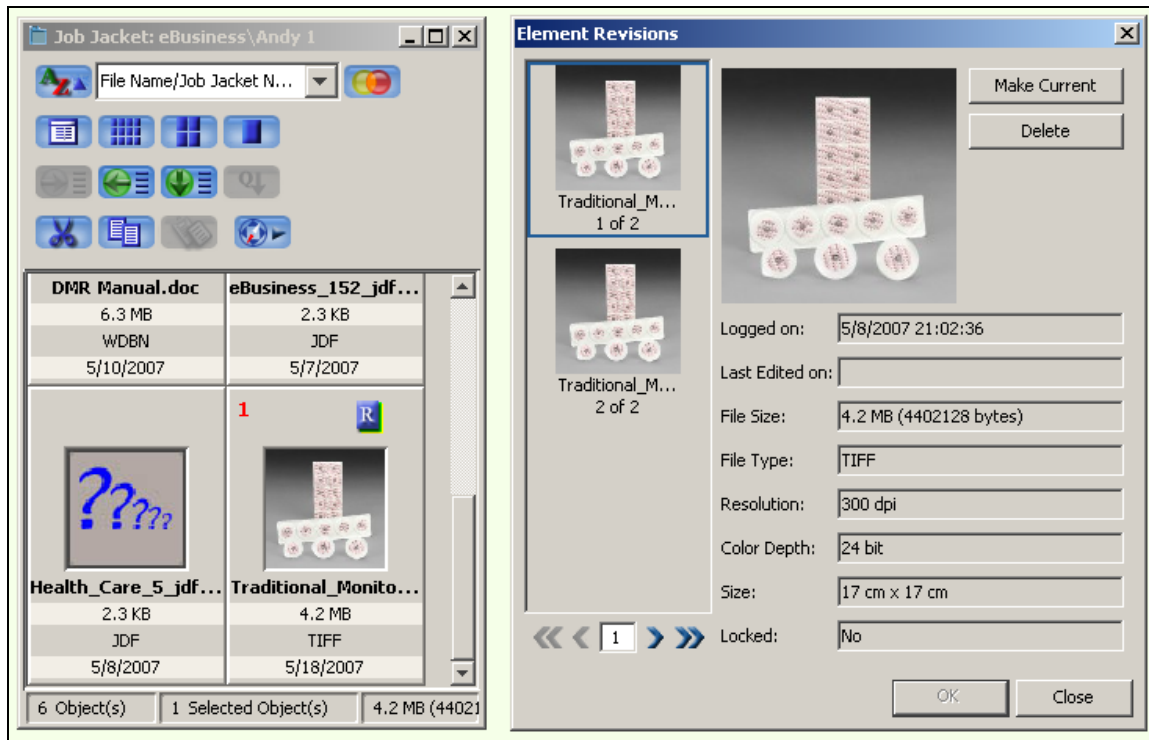
Revisions can have different names. To rename a revision:

1. Make the revision you want to rename the active revision.
2. Go to the **Element > Rename** menu.
3. Uncheck the Rename All Revisions option to rename only the currently selected revision, or you can leave the option selected if you want to rename all of the revisions.



Element Revision Window

When an element has revisions, its thumbnail is displayed with a revision icon button on it. If you click this button, the Revisions window will open.



The left scroll column on the window shows thumbnails for all saved revisions of the element. The revisions appear top to bottom in order of creation.

A highlighted element indicates that it is the currently active revision in the job jacket you are viewing. If you are looking at an element's revisions from a search results window, the first element will always be highlighted.

Make Current Button

This is used to make the revision you have selected in the left column the active revision in the job jacket you are currently working in. This is not available in a search results window.

Delete Button

Used to mark which revisions should be deleted. Only available if you have permission to purge elements

Revisions in Job Jackets

A Job Jacket window always displays the revision of the element that was originally associated with the job. This may or may not be the most recent revision of the element. You can choose which element revision to associate with a particular job. This allows you to create and use different revisions in different jobs.

To understand how this is useful, remember that you can link an element to multiple jobs. When you link and element to multiple jobs, any changes made to that element will be seen across all of those jobs. Revisions, allow you to work around this.

Saving New Revisions in a Job Window

When you check an element in as a revision, the new revision becomes the active revision with the current job. Any other jobs that use the element remain linked to previous revisions.

Changing Which Revision Is Used With a Job Jacket

To change which revision is associated with a job, you need to open the Element Revisions window.

1. Open a job jacket and view its elements as medium or large thumbnails.
2. Select the revision icon button on the element whose revision you want to change. The Element Revisions window opens.
3. Select the revision you want to make active for the current job.
4. Click the “Make Current” button.
5. Select “OK” to close the revision window. That revision is now the active revision.

Dragging an Element with Revisions to a Job Jacket

After dragging an element with revisions into a job jacket, you can view and change all of its revisions.

Revisions in Search Result Windows

A search results window shows the most recently created revision of an element if the search criteria used is found in all the revisions of an element. The simplest example of this would be a “File name is” search: All the revisions have the same name, so they all meet the search criteria. The Search Result selects a revision thumbnail based on creation date, not modification date. Since older revision files can be opened and edited, there may be a more recently edited revision than the one shown in the browser. If only one revision in an element meets the search criteria, it will be displayed in the search results window.

The Element Revisions window always shows all element revisions even if some of the individual revision files do not match the search criteria you specified. For example, if you searched for elements based on file size data, but only one of an element’s revision files matches the size criteria you specified, you will still see all the element’s revisions in the Element Revisions window.

Trying to change the active revision in a Search result window?

You can’t do this. A search result window is just that, a search result that meets specific search criteria. If you need to select a different revision to edit or view its properties, check it out, open a copy, or link it to a job jacket first.

Edit and Copy Operations on Revisions

The edit and copy operations on revisions are the same as any element. You just have to make sure the revision you want to work on is the currently active revision

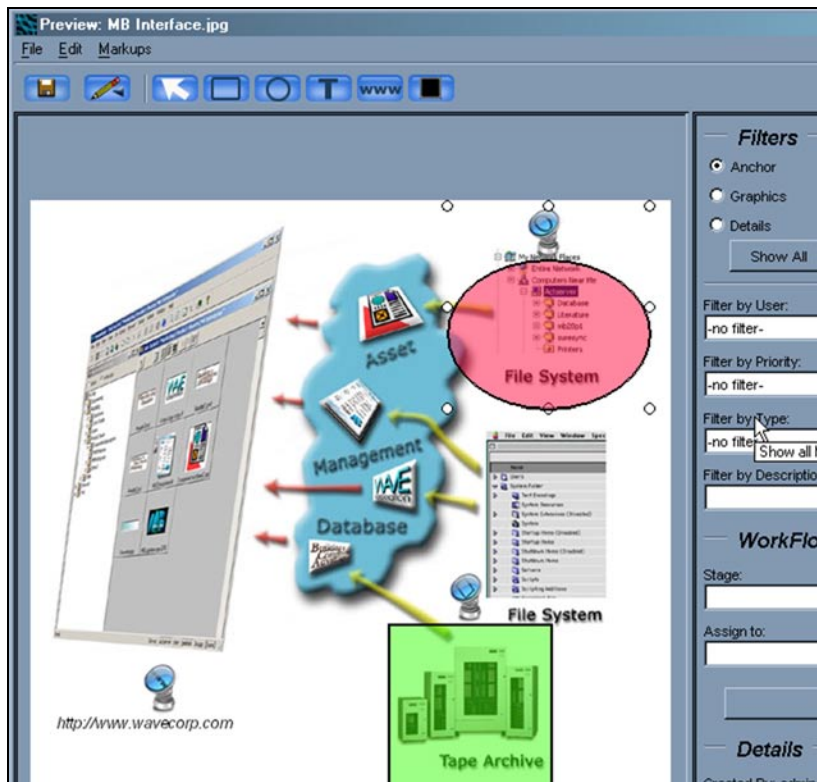
Markups

Overview

- A Markup is a box that appears over the element’s preview. Markups highlight a specific area of the preview and can contain a note or a URL.
- Markups can be used as a collaborative tool to conduct reviews for many types of assets.
- Multiple users can view, edit, and add comments and visual references to a file.
- Markup information is searchable, allowing users to quickly find and respond to other markups.
- Users can search for all Markup-related information from the Markups Search window.
- Only users with permission to edit an element’s information or metadata are allowed to create or edit the element’s Markups.

You can place Markups anywhere on the preview. You can group Markups together and you can define their style and format as well as what components (Markup anchor, Markup Graphic, and Markup Details) display on the screen. All Markups include a pop-up window that contains the user name of the creator,

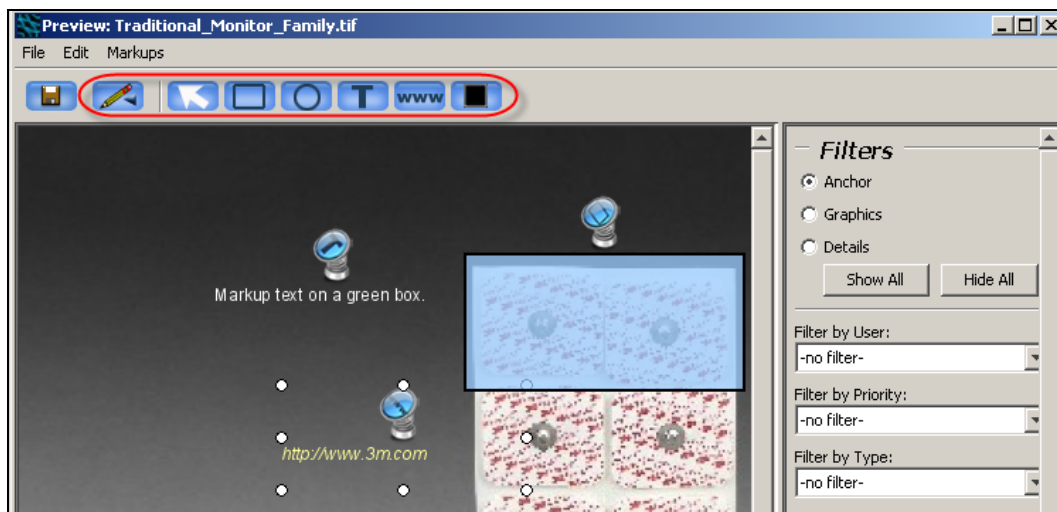
time created, and comment. The pop-up window also allows you to set both the priority of the Markup and its color.



Creating Markups

To create a markup:

1. Select an element.
2. Select **Element > Preview**.
3. Click the pencil icon to add a markup.
4. Use the Markup buttons to draw markups over the top of the preview.



Markups Toolbar

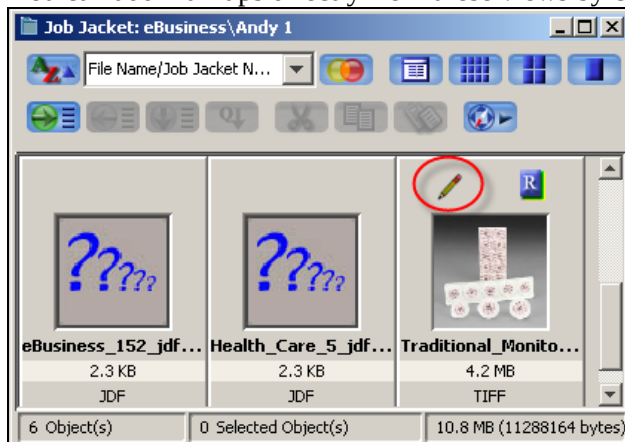
The tools you use to create Markups are located on the Markup toolbar. This toolbar is displayed when you click on the Display Markups button. The Markup toolbar is where you choose the type of Markup you would like to create. When you have a particular tool selected, its button changes to a color different from the others. For example, if you have the selection tool selected, it will appear white, while the others remain black. The last button to the right is the color chooser; it displays the default color you currently have chosen for newly created Markups.

The following table describes the functionality of each button

Tool	Button	Description
Show Markups Button		Use this button to show or hide the Markup window and toolbar.
Selection Tool		Use this tool when you want to select a Markup for resizing, editing, moving, etc...
Rectangle Markup Tool		Use this tool when you want to highlight an area with a rectangle or square.
Oval Markup Tool		Use this tool when you want to highlight an area with an oval or circle.
Text Markup Tool		Use this tool to create a note-based Markup. This is the most commonly used Markup.
URL Markup Tool		Use this tool to create a URL-based Markup. Other users can click this markup to open the URL in a browser. This can include any valid URL protocol, including http, ftp, paths to files, etc.
Markup Color Chooser		Use this tool to choose the default transparent color for newly created Markups. NOTE: This does not change the colors of currently selected Markups. To change the colors of already existing Markups, double click on the Markup and use the color chooser provided there.

Adding Markups

If an element already has a markup, it will have a pencil icon in the medium and large thumbnail views. You can add markups directly from these views by clicking on the pencil icon.



Editing Markups

1. Choose the selection tool in the Markup toolbar.
2. Double click on the Markup anchor icon for the Markup you wish to edit, or right or ctrl click on the icon and select the Modify the Markup menu option. The Markup's pop-up window will open.
3. Make your changes. Upon closing the pop-up window, the Markup will be saved.

Deleting Markups

1. Choose the selection tool from the Markup toolbar.
2. Select all the Markups you wish to delete.
3. Press the delete key on your keyboard, choose "Delete the Markup" from the Markup menu at the top of the screen, or right or ctrl click on the Markup anchor icon and choose Delete the Markup from the contextual menu.
4. You will be prompted with a Confirm dialog. Select "Yes" to delete selected Markups or "No" to cancel the deletions.

Markup Info Panel

The Markup info panel is located on the right side of the Markup window. The panel has filter tools, an area to change workflow metadata, and information about the currently selected Markup.

Removing Element

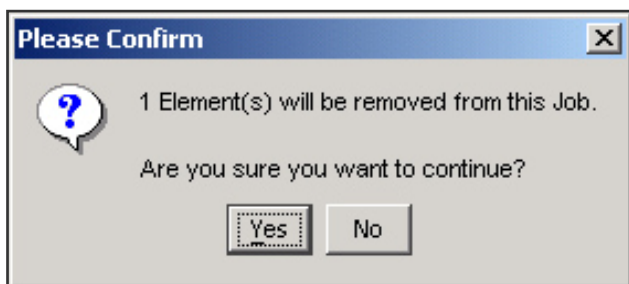
Overview

- Process of removing elements from the DMR.
- Removing selected elements from their job jackets only deletes them from the job jacket and leaves their metadata in their databases.
- Purging selected elements from the system deletes them from the job jacket, removes their metadata in their databases and deletes all associated files from the server.

Removing Elements from a Job Jacket

Process of removing or detaching elements from job jackets, but keeping their database metadata. Usually performed on "Associated" or "Linked" elements.

1. Select desired element by *single-clicking* on it in the Job Jacket window.
2. You have a choice of one of the followings:
 - Go to main menu toolbar, select **Element > Remove from Job...**
 - *Right-Click* [PC] or *Control+Click* [Mac] on the element and go to **Remove from Job....**
3. On Please Confirm pop up window, select **Yes** to remove (detach) element from job jacket.

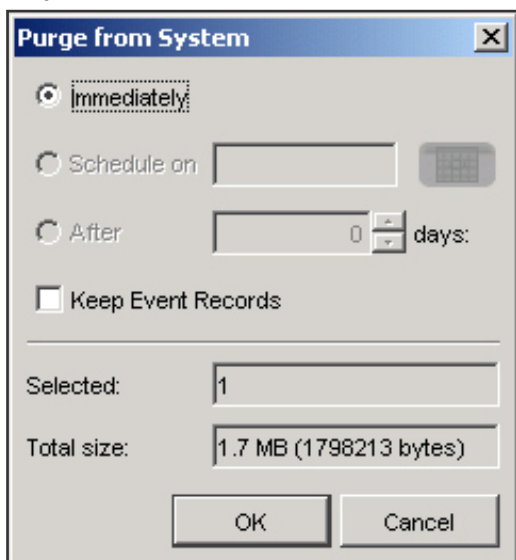


4. The removed element will resign to the Unfiled sub-job jacket if there are no other jobs assigned

Purging Elements from the System

Process of deleting elements from the entire system – job jacket and database. This process can be scheduled or performed immediately.

1. Select desired elements by *single-clicking* on it in the Job Jackets or Search window.
2. You have a choice of one of the followings:
 - Go to main menu toolbar, select **Element > Purge from System...**
 - *Right-Click* [PC] or *Control+Click* [Mac] on the element and go to **Purge from System....**
3. Select when to perform the purge. Then select **OK** to permanently delete elements from the system. If scheduled, the purge can be cancelled when accessing the **Scheduled Operations** window. Contact the System Administrator if such action is desired.



Tips and Hints:

- When removing elements from a job, the element metadata is kept in the database. If removing the last instance of the element, it will still be searchable but not viewable in Job Jacket window. When performing this, make sure it is the intended action.
- Search the yet to purge element ID in MDUI for link(s) before purge the element.

Unfiled Folders

The Unfiled folder is an automatically generated folder that is placed under the first level of the Parent job jacket. Elements found in the “Unfiled” folder are called “Orphans” and are not related to a job jacket within the parent database. Elements found in this folder may be the result of the deletion or cut of the elements’ thumbnail from a job jacket structure or an incomplete move.

These files either need to be purged from DMR or cut and pasted back into an owning job jacket.

Chapter 9: Using the VSRM Security Groups

Short Instructions

1. It is now mandatory to connect VSRM Security groups with any DMR content that is marked 3M Confidential or Internal under the Security dropdown in MediaBank DMR client. If at least one VSRM Security group is not linked to each element marked 3M Confidential or Internal in the future, that element will not be available in downstream applications such as Partner Support, Sales Portal and 3M Source, etc.

Once the security dropdown has been set to 3M Confidential or Internal and other pertinent metadata has been entered on the General Tab within the Properties dialog box, modifiers must then click on the VSRM Security tab and proceed to enter appropriate security groups for that element.

2. The VSRM Security tab has three main columns that provide the Security group information:
 - Click on the VSRM Security tab
 - In the first column labeled Security Groups, highlight one or more groups by clicking or control clicking on the needed group(s)
 - Click the right arrow button between the Security Groups column and the Assigned Groups column
3. The chosen group(s) will move to the middle column under the Assigned Groups Label
4. If you will be assigning particular groups on a regular basis for your DMR elements, you can highlight the group(s) in the Assigned Groups column and then use the right arrow button between the Assigned Groups column and the Favorites column to move these group(s) to your Favorites column.
5. You can move VSRM groups from either of the outside columns to the center Assigned Groups column.
6. The search box at the bottom of the VSRM Security Tab can be use to limit the groups shown in the first column, (the Security Groups column).
 - In the search box type part of the group names that you want to limit your search to, example "Industrial"

- Click the Search button and the Security Groups column will redraw and reveal only groups with Industrial in them

7. At the bottom right of the tab click the 'Save' button to commit to your changes.

Detailed Instructions

Open the Element Properties dialog in MediaBank

- Under the General Tab, set the "Security" Dropdown to 3M Confidential or Internal

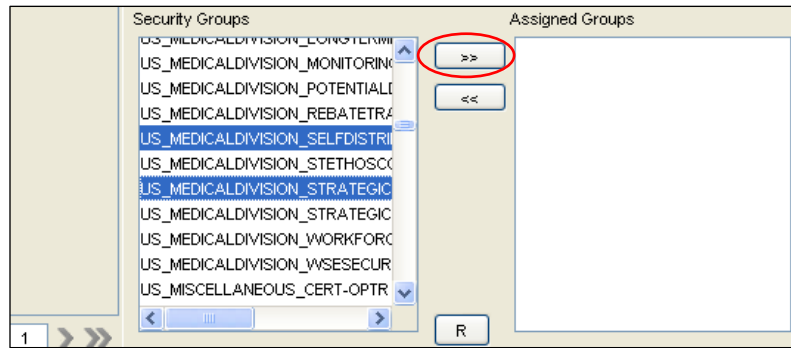
The screenshot shows the 'Element Properties' dialog box for the element '70-2008-7153-4.pdf'. The 'General' tab is selected. The 'Marketplace Name' is 'Casting Accessories'. The 'Description' is 'Casting Accessories, Brochure 70-2008-7153-4'. The 'Security' dropdown is set to '3M Confidential'. The 'Assign to' dropdown is empty. The 'Business Unit' is 'Medical Division'.

After filling out all mandatory Metadata fields

- Click on VSRM Security Tab
- VSRM Security Tab opens
- Notice there are three columns: Security Groups, Assigned Groups, and Favorites

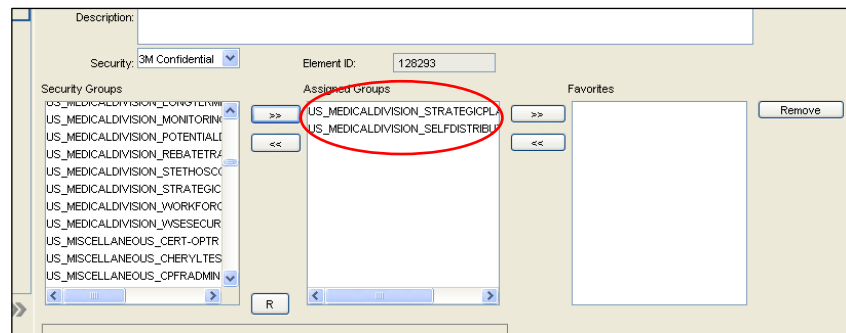
The screenshot shows the 'Element Properties' dialog box for the element '70-2008-7153-4.pdf'. The 'VSRM Security' tab is selected. The 'Marketplace Name' is 'Casting Accessories'. The 'Description' is 'Casting Accessories, Brochure 70-2008-7153-4'. The 'Security' dropdown is set to '3M Confidential'. The 'Element ID' is '128293'. The 'Security Groups' column is populated with a list of groups: 0002981_0002681_IMPERSONATOR, 1/ase, 31LR_31BR_IMPERSONATEE, 31LR_31BR_IMPERSONATOR, 3M-BO-BOLuser, 3M-BO-Designer, 3M-BO-EARS, 3M-BO-ESIS, 3M-BO-ESIS-EUAINRCosts, 3M-BO-ESIS-EUAINRIBCosts, 3M-BO-ESIS-EUAINRIBCosts, 3M-BO-ESIS-EUAINRIBCosts. The 'Assigned Groups' and 'Favorites' columns are empty. The 'Search Groups' field is empty. The 'Search' button is visible. The 'Reset Search' button is visible. The 'Reset' button is visible. The 'OK', 'Cancel', and 'Save' buttons are visible at the bottom right.

In the first column labeled Security Groups, scroll to Security groups you are interested in linking. Highlight one or more groups by clicking or control clicking on the needed group(s)

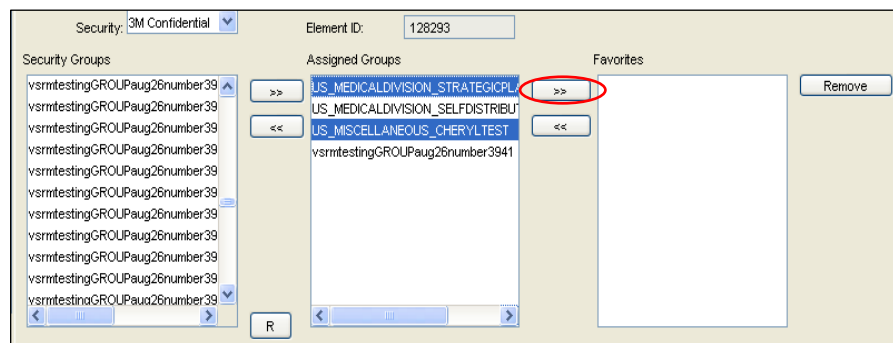


Click the right arrow button between the Security Groups column and the Assigned Groups column

The chosen group(s) will move to the middle column under the Assigned Groups label.

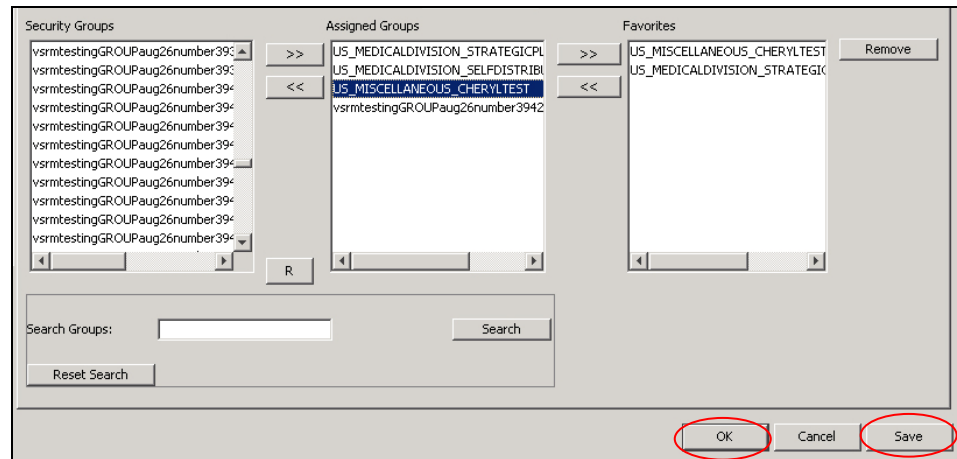


If you will be assigning particular groups on a regular basis for your DMR elements, you can highlight the group(s) in the Assigned Groups column and then use the right arrow button between the Assigned Groups column and the Favorites column to move these group(s) to your Favorites column.



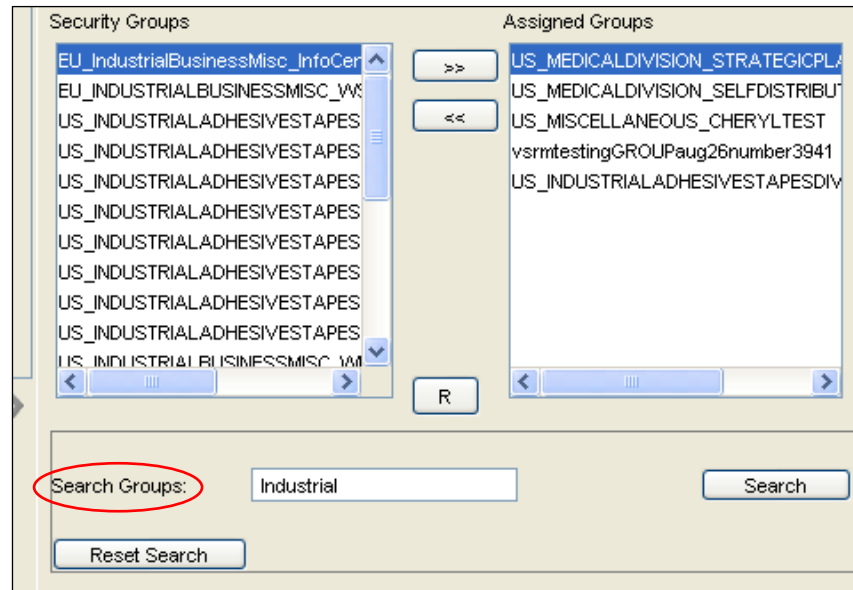
You can move VSRM groups from either of the outside columns to the center Assigned Groups column. By moving commonly used groups to your Favorites, you will be able to more efficiently add VSRM Security Groups to your elements.

- At the bottom right of the tab click the OK or Save button to commit to your changes.



The search box at the bottom of the VSRM Security Tab can be used to limit the groups shown in the first column, (the Security Groups column).

- In the search box type part of the group name(s) that you want to limit your search to, for example “Industrial”
- Click the Search button and the Security Groups column will redraw and reveal only groups with “Industrial” in them
- Clicking the Reset Button will clear your search results



Note: For VSRM Security Group synchronization, please refer to page 92.

Chapter 10: Copyright Elements in DMR

Overview

The copyright elements are the photos contain building and people. Those elements require validation.

Wikipedia - *Copyright gives the author of an original work exclusive right for a certain time period in relation to that work, including its publication, distribution and adaptation, after which time the work is said to enter the public domain. Copyright applies to any expressible form of an idea or information that is substantive and discrete and fixed in a medium. Some jurisdictions also recognize "moral rights" of the creator of a work, such as the right to be credited for the work. Copyright is described under the umbrella term intellectual property along with patents and trademarks.*

Copyright validation

The 3M Digital Media Repository is intended to be used for the sole purpose of depositing images owned by 3M and its subsidiaries. The Digital Media Repository should NOT be used under any circumstances to deposit images or other media owned by other parties or images that are not licensed for use by 3M.

The above statement is part of the splash screen when you login to the new DMR desktop client 3.1p2. It is important for all the content currently in DMR and future uploads to comply with the 3M corporate copyright policy to avoid future copyright infringement lawsuits.

Each original file needs to have a 'Validation Date' on the elements that are categorized 'Media' is 'Photography' and 'Content Type' is 'Building/Location Image', 'Portrait/People' or 'Product/Application Image'. The 'Building Release ID:' is required if the building in the photo is not one of the 3M's buildings. The 'Model Release ID:' is requires for all elements' that 'Content Type' is 'Portrait/People' or 'Product/Application Image' if the model is recognizable.

Media: Photography

Content Type and the requirements:

- Building/Location - Metadata fields require input: Property Release ID and Validation Date. Signed release does not require on 3M buildings. The code '3M' instead of element ID must input in Property Release ID field (Figure 1)

- People/Portrait - Metadata fields require input: Model Release ID and Validation Date. Multiple element IDs is acceptable separates by a punctuation mark comma. Example: 604005,634012. (Figure 2)
- Product/Application Image - Metadata fields require input: Validation Date. Model Release ID may not require if the model in the photo is not recognizable

Figure 1

Figure 2

Sign Release –

The sign release is the document signed by the model(s) in the photo or the property owner in the photo. The signed release should state that 3M has permission to copy, display, publish, distribute or print of the photo.

The signed release must upload to DMR and the element metadata must populate. Because the signed release contains sensitive information, the setting on element 'Security' has to be 'Internal' and 'Stage' set to 'Review'. The element ID of the signed release must input in the original.

The generic sign release forms for model and property are available. The following link can get you to the DMR web album contains the forms:

[Model and Property sign release form](#)

Note: By filling in a validation date, you as a 3Mer are declaring that you believe that 3M owns the rights to use this image and that no photographer, model or stock agency will have the right to litigate against us for misuse of the image.

Guidelines

Purchased stock photography can be store and link in DMR. The stock photography purchase agreement must be available and upload to DMR and validates with the purchased file. The purchase agreements are not the same between the stock photography providers. You must comply with the stock photography purchase agreement on the usage right.

The choice 'Stock Photography' is available in Media type. The purchased stock images should select the 'Stock Photography' as Media type and select the appropriate Content Type. (Figure 1)

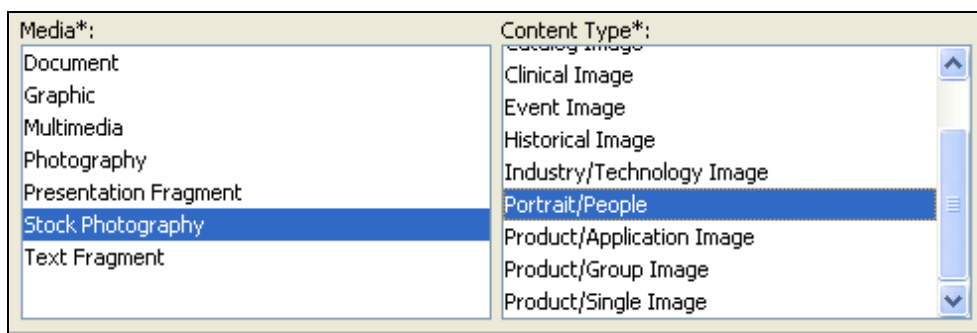


Figure 1

Stock photography purchase agreement

The purchase agreement should save in digital format (pdf, doc or jpg etc.), upload to DMR and select the Media as 'Document' and Content Type as 'Stock Purchase Agreement'. (Figure 2)

All metadata fields must populate. The element 'Security' can be set to 'Public' and 'Stage' set to 'Ready for Warehouse'.

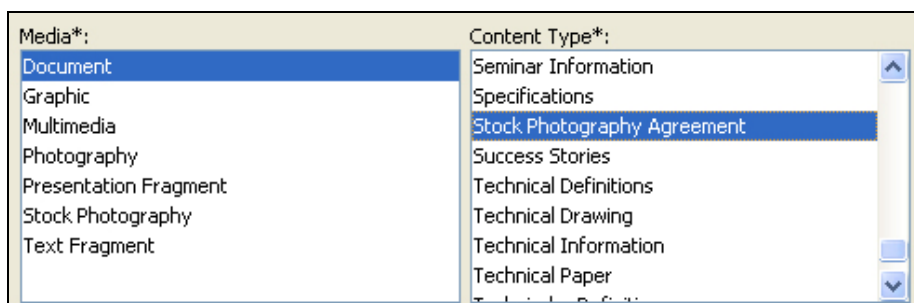


Figure 2

Purchased stock photography

The purchased file can be upload to DMR after the purchase agreement uploaded to DMR. The element ID of the purchase agreement must place in the 'Limitations' field and fill in 'Validation Date (DD/MM/YYYY)'. (Figure 3)

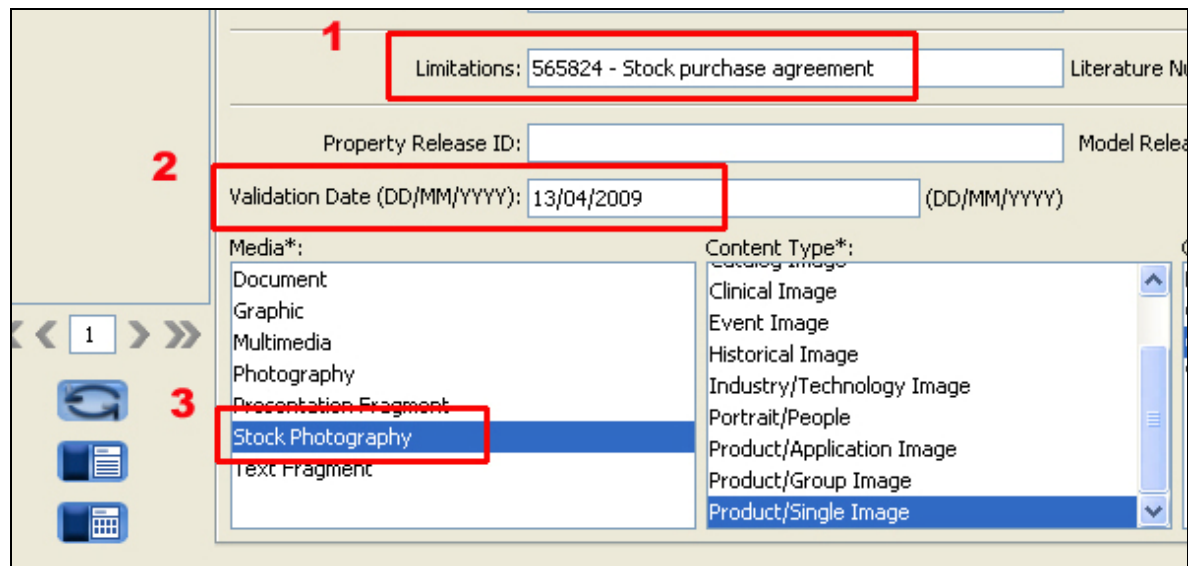


Figure 3

Figure 3 shows the setting example of the ‘Element Properties’ of the purchased stock photography in DMR.

Note: The proper prove on the rights to use the purchased stock photography is very important for your business and 3M to avoid the future copyright infringement lawsuits.

Chapter 11: Exiting the DMR

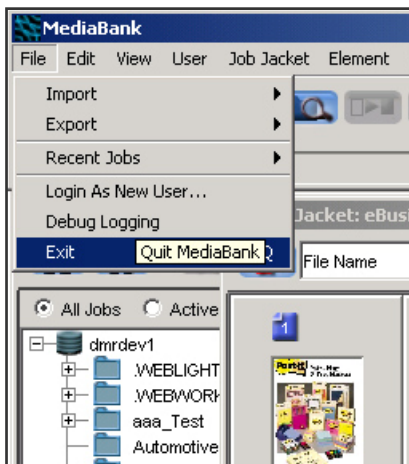
Logging off DMR

Overview

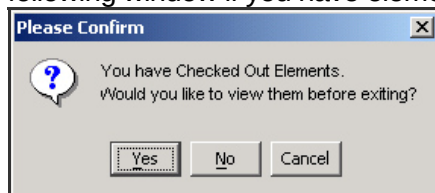
Process of exiting the DMR application.

Exiting the DMR

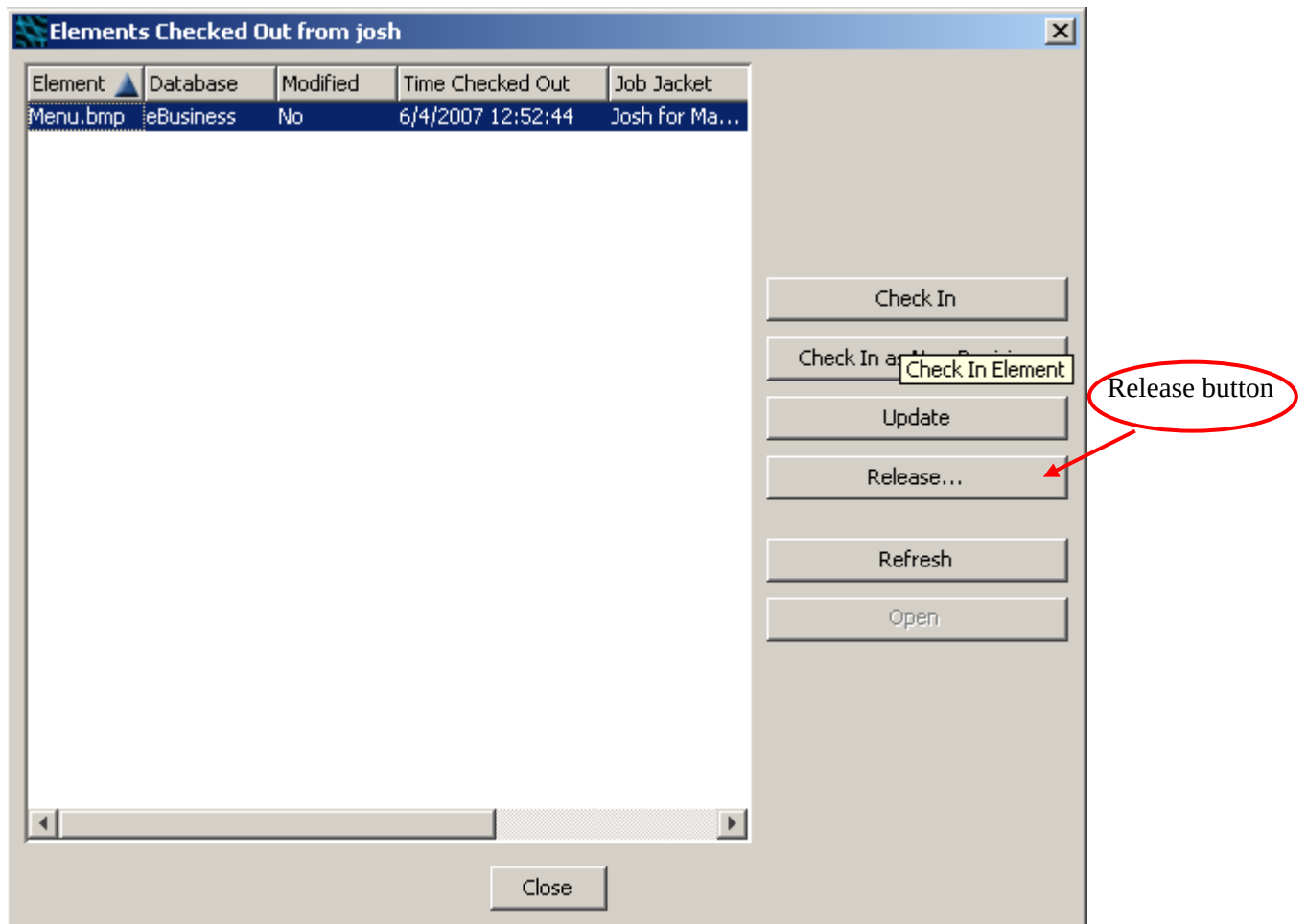
1. Select **File > Exit** to exit and log out of the DMR. Control+Q [PC], Command+Q [Mac]



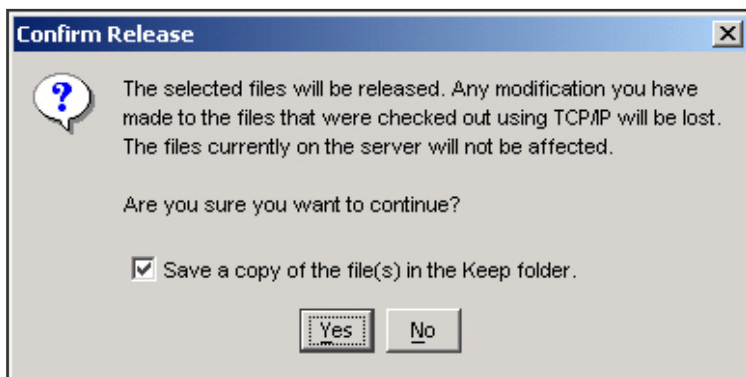
2. If an element(s) has been accidentally checked out, the following **Please Confirm** window will appear. If there are no elements checked out, the DMR application will quit. Answer **YES** to the following window if you have element(s) checked out and want to review them.



3. If you have element(s) checked out and click '**Yes**' on the **Please Confirm** window, the following window will appear.



4. Select element(s) that are checked out and release them by selecting the **Release** button.
5. Answer **Yes** to the following **Confirm Release** window to dismiss any changes.



6. Select **Close** when all the checked out element(s) are released. The DMR will exit.

Appendices

Add new Reader or Modifier

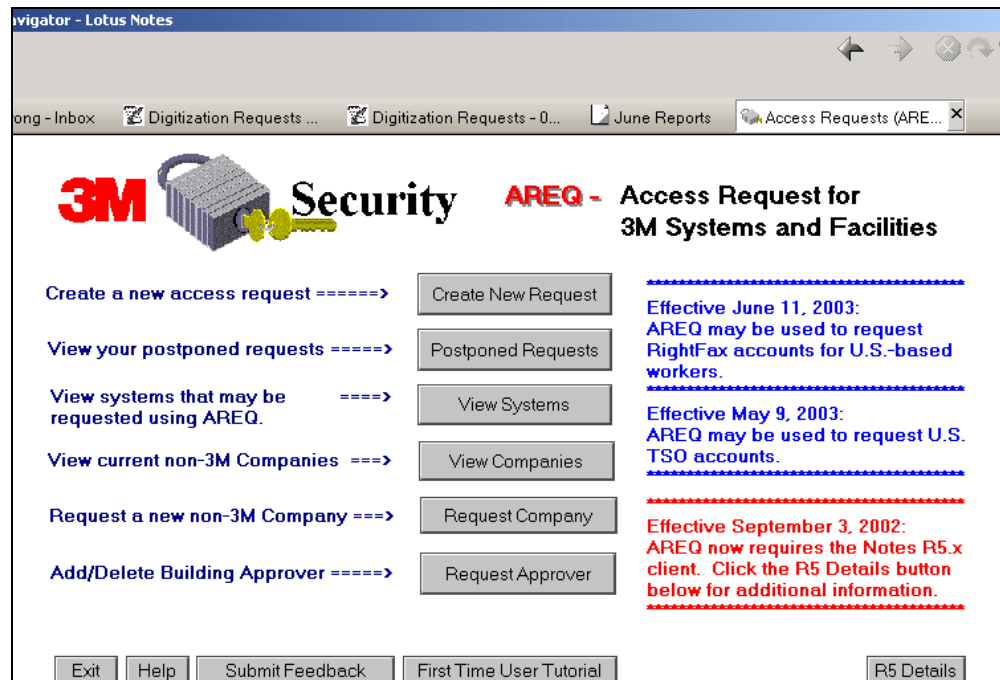
Appendix A - AREQ

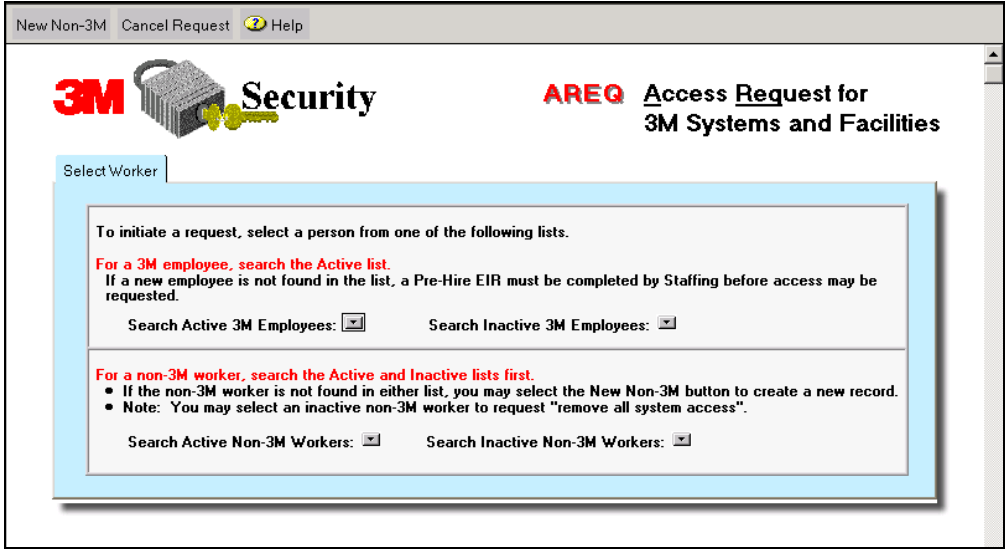
The Access Request for 3M Systems and Facilities (AREQ) process is used to request the IDs for many systems in 3M, including DMR, GSDB and MDUI. You may already have the AREQ icon on your Lotus Notes workspace. If not, you may add the icon from the Notes environment.

- Step 1: Add the AREQ Icon to your Workspace
From Notes file menu, select **File>Database>Open**. For server, select US-BurlIves /US-Corporate/3M/US. Scroll to the folder named Groups and open, scroll to the folder name IT Sec and open, select Access Requests (AREQ).
The AREQ icon then appears on your workspace.
- Click on the icon and view the **First Time User** tutorial, which steps you through the entire process for requesting access to 3M systems and/or facilities.

Access AREQ

Click the AREQ icon on your Notes workspace. The AREQ home page appears:



Step 2:	Search Active 3M or Non-3Mer Lists Click Create New Request. The initiate request screen appears:  To initiate a search for your requestor in AREQ, click the appropriate box. • If you find the requestor's name, skip to <i>Select the Name</i> in this workbook. OR • If the requestor's name is not listed, continue with <i>Review On-Screen Procedures</i>.
Step 2a:	<i>Review On-Screen Procedures: 3M Employees</i> <i>If the requestor's name is not found, follow the on-screen procedures to have the individual properly listed in 3M systems before attempting to request an ID and password for digitization tools.</i>
Step 2b:	<i>Review On-Screen Procedures: Non-3Mers</i> <i>Non-3Mers include contractors and professional services. Access must be approved through the corporate management DMR team. Click the New Non-3M button on the menu bar. The Detailed Person Information screen appears:</i>

Update Person Information

* Indicates required information

* Last Name * First Name Middle Name Preferred First * National ID
(e.g. US-SSN, OUS-Tax ID)

* 3M Reports To

3M Location Information

* Legal Entity * Business Unit * Country Code * 3M City/Location

* Dept Number * Department Name Badge Number

3M Business Phone

Country Code City/Area Code Local Number Extension Trinet Cell Phone FAX Pager

Non-3M Information

* Non-3M Company Name * Non-3M Category Personal Internet Address (excluding mmm.com addresses)

☒ User accesses 3M systems ONLY from off-site

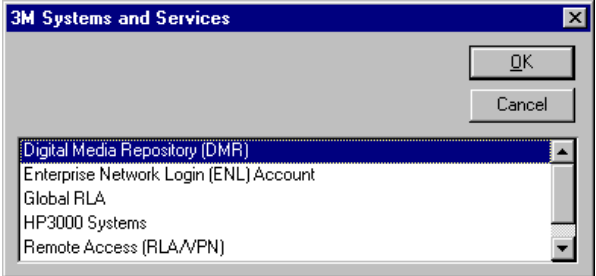
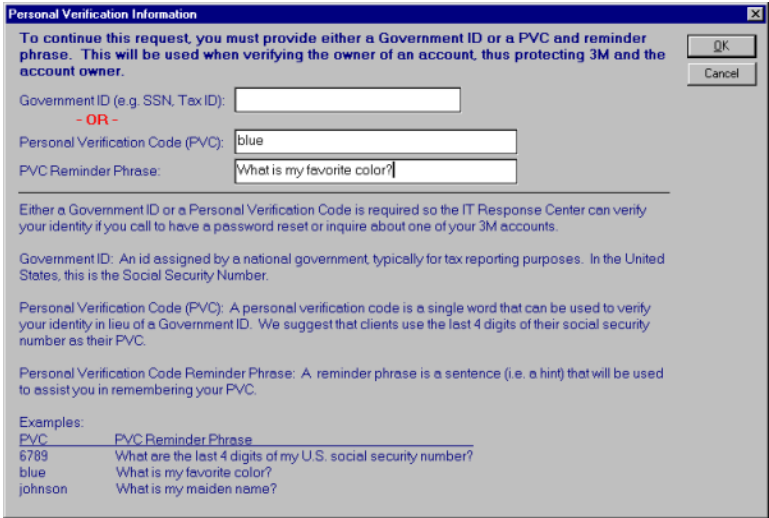
Enter the requested information. Fields marked with an asterisk (*) are required. Click **OK** to submit the request.
Close the AREQ window. Wait a few days for processing, then try your request again.

Step 3: Select the Name

From the list of names, highlight the name and click OK. The access request screen displays for the requested name:

Detailed Person Information Management Approver System Request Facility (Badge) Request

Last Name KWONG	First Name ANDREW	Middle Name K	Preferred First Name ANDREW
PIN Number US101084	Badge Number 01101084		
Legal Entity FT	Business Unit 3M Company	Country Code US	3M City/Location MAPLEWOOD-3MUS-MN 3M CENTER
Dept Number 770100	Dept Name E-PRODUCTIVITY & SERVICE	3M Mail Location MAPLEWOOD-3MUS-MN 3M CENTER	3M Address 0225-03-S-05
Work Phone 1-651-733-0520	Work Phone Extension	Trinet 733-0520	Off Site N
Cell Phone	Fax 1-651-733-6634	Pager	
3M Reports To LOE, ROBERT A 770100 — E-PRODUCTIVITY & SERVICE, MAPLEWOOD-3MUS-MN 3M CENTER — US 01099412 1-651-736-6113			

Step 4:	Verify or Select 3M Approver Name The 3M Management Approver name approves issuing a user ID and password for your requester. The name that appears in this field is automatically selected. If the name that appears is not appropriate, you can select another name by selecting the appropriate approver, click the down arrow adjacent to Select alternate approver. A list of approver names appears. Highlight the appropriate approver and click OK.
Step 5:	Select DMR Systems and Services Select the desired system from the list of available 3M system resources. Under the System Request Information, click the down arrow. Click on the button to the right of Select systems or services. The 3M Systems and Services dialog box appears:  Highlight the application and click OK. Note: For persons outside the United States, who have never accessed AREQ, the Personal Verification Information screen appears first before the 3M Systems and Services dialog box:  The information you enter, as directed by the screen instructions, is used to verify and protect the owner of an account and protect 3M. Enter your information and click OK. The 3M Systems and Services dialog box displays. Highlight the application and click OK.

Step 5a:	GSDB or MDUI request <i>Once the GSDB or MDUI application has been selected, requestors will need to fill out the “Additional information” section appearing in red type.</i> ▼ System Request Information Select systems or services: Reset selected systems for this request: ☒ - Goods & Services Database (GSDB) ☒ Add access ☐ Remove access ☐ Remove ALL system access. Additional information is required. Click here. View systems removed:
Step 6:	Submit a Request <i>Check your AREQ screen to ensure the information you have selected is correct. Make any final changes, and click the Submit Request button. Close the AREQ window.</i> <i>The Management Approval Process</i> <i>Once you have submitted the request, an e-mail is sent to the approver. If the request is granted, the request is automatically e-mailed to corporate DMR for processing. If denied, the process ends.</i>
Step 7:	User ID and Password is Created <i>The monitor on duty at the request database completes the remaining steps and notifies the user of their application user ID and password.</i>

Appendix B – Digitization Request Database (Reserved for BU Admin and Modifier use only)

The Request database is used to request changes to the DMR and other digitization tools that cannot be performed by the business units. You may already have the Request database icon on your Lotus Notes workspace. If not, you may add the icon from the Notes environment. The Request database is also accessible through the DMR Web site:

<http://us-burlives/groups/cmpa/DMRreq.nsf/DMRNav?OpenNavigator>

Accessing the Request database

Notes Environment

From Notes file menu, select **File>Database>Open**. For server, select **US-BurlIves/US-Corporate/3M/US**. Scroll to the folder named **Groups** and open, scroll to the folder name **CMPA** and open, select **Digitization Request**. This process will place an icon on your desktop for future access.

Click on the Digitization Request Database Icon on your Notes Workspace. This takes you to the Request database. Web Environment

From the web, go to the <http://us-burlives/groups/cmpa/DMRreq.nsf/dmrIDHome?OpenNavigator> web site. Click “Go to DMR Request”.

Request Element Release

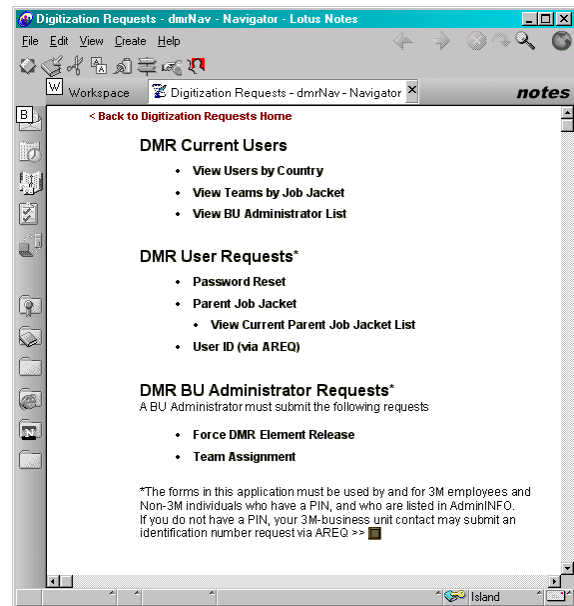
You may occasionally find an element in the DMR with a check mark.

If you need to modify or change the element in any way, you must first release it. To force release, click on the Request database icon on your workspace.

The Request database main menu appears.

Click on **Force DMR Element Release**. The DMR element release screen appears. Type in your 3M PIN and click **Submit**. The detailed DMR element release screen appears. Type in the **DMR Element ID** and click **Submit**.

The Corporate Marketing DMR team will release the element for you.



Add New Parent Job Jackets

Follow these guidelines when you need to request a new parent from corporate DMR.

We recommend that you search DMR for existing parent job jackets that could be used by your business unit before you create an entirely new structure. If you find an appropriate existing parent job jacket, query the DMR for the users. If these are individuals with whom you could work, then use this parent structure. If not, request a new parent job jacket.

View parent job jackets by user ID

To request a new parent job jacket, click on the Request database icon on your workspace. The Request database main menu appears:

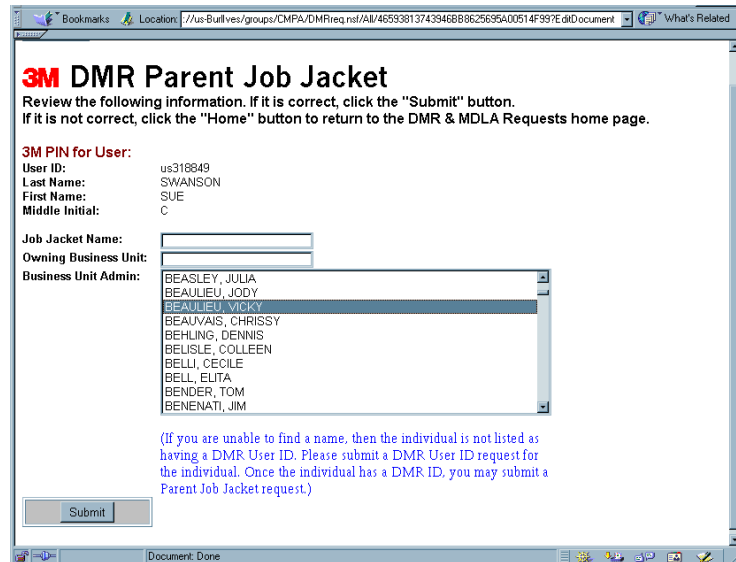
Click **DMR Parent Job Jacket**. The DMR parent job jacket screen appears:

Type in the job jacket name, owning business unit, select the business unit administrator and click Submit.

The Corporate Marketing DMR team will contact you regarding to the new parent job jacket before the new DMR Parent Job Jacket can be create.

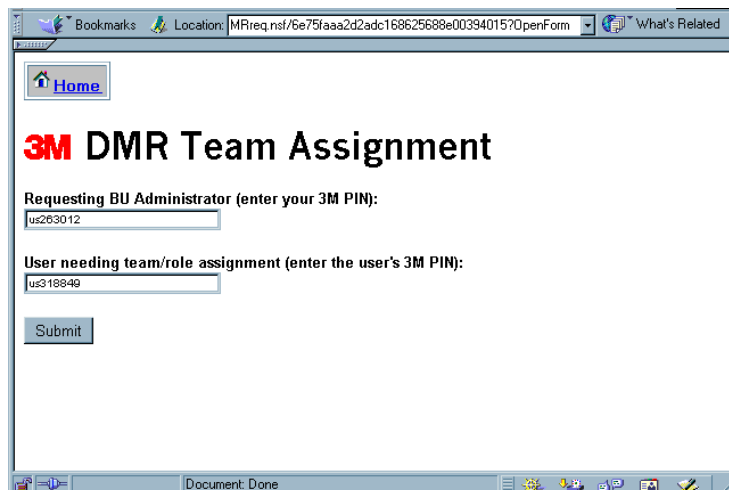
Add or Remove Team Assignments

Once a parent job jacket is assigned, the next step is to make the appropriate team assignments so that your DMR team may access the parent structure.



The screenshot shows a web browser window with the address bar displaying a URL. The page title is "3M DMR Parent Job Jacket". Below the title, there is a review instruction: "Review the following information. If it is correct, click the 'Submit' button. If it is not correct, click the 'Home' button to return to the DMR & MDLA Requests home page." The form contains several fields: "3M PIN for User:" with a value of "us318849"; "User ID:" with a value of "us318849"; "Last Name:" with a value of "SWANSON"; "First Name:" with a value of "SUE"; "Middle Initial:" with a value of "C"; "Job Jacket Name:" with an empty text box; "Owning Business Unit:" with an empty text box; and "Business Unit Admin:" with a dropdown menu showing a list of names including BEASLEY, JULIA; BEAULIEU, JODY; BEAULIEU, VICKY; BEAUVAIS, CHRISSY; BEHLING, DENNIS; BELISLE, COLLEEN; BELL, CECILE; BELL, ELITA; BENDER, TOM; and BENENATI, JIM. A "Submit" button is located at the bottom of the form. A note in blue text states: "(If you are unable to find a name, then the individual is not listed as having a DMR User ID. Please submit a DMR User ID request for the individual. Once the individual has a DMR ID, you may submit a Parent Job Jacket request.)"

To request team assignments; click on the Request database icon on your workspace. The Request database main menu appears.



The screenshot shows a web browser window with the address bar displaying a URL. The page title is "3M DMR Team Assignment". Below the title, there is a "Home" button. The form contains two text boxes: "Requesting BU Administrator (enter your 3M PIN):" with a value of "us263012" and "User needing team/role assignment (enter the user's 3M PIN):" with a value of "us318849". A "Submit" button is located below the text boxes. The page footer shows "Document: Done".

Click **Team Assignment**. The DMR team assignment screen appears.

Type in your 3M PIN and the user's PIN. Click **Submit**. The detailed DMR team assignment screen appears.

Review the user information and select the appropriate DMR action (add or remove), user role and DMR databases from the list. To see the DMR databases, scroll down the page using the elevator bar on the screen. Click Submit. Corporate DMR makes the assignments within 24 business hours.

The screenshot shows a web browser window with the address bar displaying a URL. The page title is "3M DMR Team Assignment". Below the title, there is a "Home" button and a paragraph of instructions. A "NOTE" is provided regarding "Not found in 3M Directory Services". Below the note, there is a "Request Author" section with a text input field for "Requester's 3M PIN" containing the value "w020012". Below this, the user information for the requester is listed: "Last Name: BEAUJEU", "First Name: VICKY", "Middle Initial: M", and "Email Address: Vicky M. Beaulieu/US-Corporate/3M/US". Below this is the "3M PIN for User" section with a text input field for "User ID" containing the value "w0318049". Below this, the user information for the user is listed: "Last Name: SWANSON", "First Name: SUE", "Middle Initial: C", and "Email Address: Sue C. Swanson/US-Corporate/3M/US". At the bottom, there are two sections: "Request Action:" with radio buttons for "Add" and "Remove" (where "Remove" is selected), and "DMR User Role:" with radio buttons for "Reader", "Modifier", and "BU Admin" (where "Reader" is selected).

Appendix C – Hardware and Software requirements

DMR Public Access Level Requirements

If you choose to simply view or download DMR public elements, you need the following minimum hardware and software products:

Hardware **minimum** recommendations:

Windows XP

Pentium class
350 MHz
128 MB RAM
200 MB free disk space
TCP/IP network connection

Macintosh

OSX
Power PC, G3, G4, or G5 Processor
Stuffit13
333MHz processor
256 MB RAM
200 MB free disk space
MacOS 7.5.3 or later
TCP/IP network connection

Your computer should have at least a 17" color monitor with High Color (16-bit).

Hardware and Software Recommendations - DMR Power User and Business Unit Administrator

Power User and Business Unit Administrator hardware and software requirements would vary, depending on external and internal creative processes. Based on the business units' process, DMR users will need to individually evaluate hardware and software requirements. For basic power users, we recommend a one-gigabyte free disk space on a internal hard drive. Performance is faster when uploading and downloading DMR object files located on a local drive rather than a network drive.

Hardware **minimum** recommendations:

Windows XP or 2000

Pentium M

1.7 GHz

512 MB RAM

1 gigabyte free disk space

TCP/IP network connection

Macintosh

Power Macintosh G3

Mac OSX or later

300 MHz processor

Minimum of 512 MB RAM

1 gigabyte free disk space

TCP/IP network connection

Software recommendations:

The “Power” User will need additional training on software programs used by desktop professionals.

Software **minimum** requirements:

Adobe™ Acrobat™ Reader, version 7.0

Recommended software packages and their uses:

Word processing, spreadsheets, and presentations:

Microsoft™ Office 2003 (PC) or higher

Page layout:

QuarkXPress™ version 6.0 or higher

Adobe™ InDesign™ version CS2 or higher

Illustration:

Adobe™ Illustrator™ version CS2 or higher

Adobe™ Freehand version MX or higher

Photo manipulation and viewing:

Adobe™ Photoshop™ version CS2 or higher

Creation of PDF files that encompass all the components used in creation:

Adobe™ Acrobat™ Suite version 7.0 or higher

Note: All the above software and prices are located on the 3M internal Web site:

[3M General Access to Insight's web site](#)

The most common software used by digital photographers, agencies, designers/firms and printers in the creation of digital communications are: *QuarkXpres™*, *Adobe Illustrator™*, *Adobe Photoshop™* and *Adobe Acrobat™*. You may want to check with your suppliers to see that the programs they are using are compatible with DMR standards.